



AGENDA
COMMITTEE OF THE WHOLE

Tuesday, October 6, 2020

6:30 p.m.

Common Council Chambers, 224 East Jefferson Street

Webinar Link: <https://us02web.zoom.us/j/83742370640?pwd=MVVaZHGwNXVWahdldDBnTEIxUFlyQT09>

Webinar ID: **837-4237-0640**

Password: **441655**

Telephone Dial: US: (312) 626-6799

- To attend a meeting, click on the link provided or dial in with the phone number provided on the meeting agenda. You may need to create a Zoom account if you access the meeting online.
- You will participate as an attendee, not a panelist. You will be muted by the meeting moderator.
- To participate/speak during a meeting when allowable, you will need to “raise your hand”. Online you will find a ‘raise hand’ option in the menu bar. Via phone, you can press *9.
- All meetings are recorded and subject to the Wisconsin Open Meetings Law.

Mayor Jeannie Hefty

Susan Kott, Alderman, 1st District

Theresa Meyer, Alderman, 1st District

Bob Grandi, Alderman, 2nd District

Ryan Heft, Alderman, 2nd District

Steve Rauch, Alderman, 3rd District

Jon Schultz, Council President, Alderman, 3rd District

Thomas Preusker, Alderman, 4th District

Todd Bauman, Alderman, 4th District

1. **Call to Order - Roll Call**
2. **Citizen Comments:** Telephone Dial: US: (312) 626-6799, Webinar ID: 837-4237-0640
3. **Approval of Minutes** (*T. Meyer*)
 - A. To approve the September 15, 2020 Committee of the Whole Meeting Minutes.
4. **PRESENTATIONS:**
 - A. A Presentation regarding the completed Burlington Public Library Building and Space Plan.

5. **RESOLUTIONS:**

- A. **Resolution 5033(29)** - To Approve the Fire Protection Technician Internship Program Agreement between the City of Burlington Fire Department and Gateway Technical College.
- B. **Resolution 5034(30)** - To Approve the Award of the Bid for Tuck-Pointing City Hall to Scherrer Construction Company, Inc. for the Not-to-Exceed amount of \$22,675.
- C. **Resolution 5035(31)** - To Approve a Joint Effort Marketing (JEM) Grant Agreement between the City of Burlington and the Wisconsin Department of Tourism.
- D. **Resolution 5036(32)** - To Approve the Award of Bid for the 2020 Sidewalk Improvement Program to Forward Builders for the base bid amount of \$33,134.00.
- E. **Resolution 5037(33)** - To Approve Change Order Number Two with the 2020 Street Improvement Program.
- F. **Resolution 5038(34)** - To Authorize for the submission of a Community Development Block Grant (CDBG) application.
- G. **Resolution 5039(35)** - To Adopt a Citizen Participation Plan (CDBG).
- H. **Resolution 5040(36)** - To Approve the Wisconsin Residential Anti-displacement and Relocation Assistance Plan for Community Development Block Grant (CDBG) programs.
- I. **Resolution 5041(37)** - To Approve a policy to prohibit the use of excessive force and the barring of entrances/exits for non-violent civil rights demonstrations (CDBG).

6. **ORDINANCES:**

- A. **Ordinance 2062(5)** - To Create Section 181-3 of the Municipal Code of the City of Burlington adopting Wisconsin Statutes Section 106.50, as amended, relating to the equal rights of all persons to fair housing, and providing means for the implementation and enforcement thereof.
- B. **Ordinance 2063(6)** - To Amend Chapter 40 of the Code of Ordinances for the City of Burlington, Racine County, Wisconsin, relating to the Health Department.

7. **MOTIONS:**

- A. **Motion 20-985** - To Withdraw from the Central Racine County Health Department.
- B. **Motion 20-986** - To Approve The City of Burlington Property Inspection Report from AAE Consulting Group.

C. **Motion 20-987** - To Approve of a Certificate of Appropriateness for property located at 300 N. Pine Street.

D. **Motion 20-988** - To Approve of a Certificate of Appropriateness for property located at 464 N. Pine Street.

8. **ADJOURNMENT** (*B. Grandi*)

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



COMMITTEE OF THE WHOLE

ITEM NUMBER 3A

DATE: October 6, 2020

SUBJECT: MEETING MINUTES - To approve the September 15, 2020 Committee of the Whole Meeting Minutes.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the September 15, 2020 Committee of the Whole meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the September 15, 2020 Committee of the Whole meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the October 6, 2020 Common Council meeting.



City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 - (262) 763-3474 fax
www.burlington-wi.gov

CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, September 15, 2020

1. **Call to Order - Roll Call**

Mayor Hefty called the Committee of the Whole meeting to order via Zoom at 6:30 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker. Excused: Alderman Todd Bauman.

Staff present: City Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Assistant City Administrator/Zoning Administrator Megan Watkins, Police Chief Mark Anderson, DPW Director Peter Riggs, Library Director Joe Davies, Building Inspector Gregory Guidry and Human Resource Manager Jason Corbin.

2. **Citizen Comments:** None

3. **Approval of Minutes** - To approve the September 1, 2020 Committee of the Whole Meeting Minutes.

Motion: Alderman Meyer. Second: Alderman Grandi. With all in favor, the motion carried.

4. **DISCUSSION:** Regarding consolidating the Central Racine County Health Department into a Department of Racine County.

Administrator Walters led the discussion and provided background information explaining that due to COVID-19 and the strain of resources placed on the CRCHD staff, has led to the consideration of consolidating the health department into a Department of Racine County. Walters then introduced Margaret Gesner and Jonathan Delagrave.

Gesner presented a PowerPoint and explained the proposed consolidation in further detail and the benefits which included enhancement of fiscal and operational stability, create synergy and reduce redundancies between the Health Department and the Racine County Departments, and improve effectiveness by creating efficiencies for public health services. Delagrave then reviewed the fiscal impact on the levy and the 10-year integration plan, stating that participating jurisdictions would pay quarterly to the County beginning in 2020, which would increase by 2% each year from 2022 to 2026, and beginning in 2027, the yearly payment would be reduced by 20% until December 31, 2030 in which Racine County would then absorb the entire levy.

Alderman Kott asked if all employees would be retained or would some need to be let go. Delagrave responded that positions will be needed and there wouldn't be a real drop in employees.

Alderman Preusker inquired about available COVID information from local hospitals and healthcare

systems, stating that he hasn't been able to see any demographics as it relates specifically to the local community. Gesner responded that hospitals report their information to the State and then the health department uses the State data in their weekly communications. Gesner further stated that it's difficult to obtain specific local data because many people go elsewhere and don't always use their local hospitals or clinics.

Alderman Grandi asked if all 14 municipalities currently under the CRCHD would need to agree to participate in order to move forward. Delagrave responded that all municipalities do not need to agree; however they would need to contract with someone for their own health services and would not get the benefit of the levy.

5. **RESOLUTIONS:**

- A. **Resolution 5032(28)** - To Declare Intent to Exercise Special Assessment Powers For Reconstruction of Sidewalks at Various Locations.

Director Riggs provided an overview stating that this is the final step in the special assessment process for sidewalk reconstruction associated with the 2020 Sidewalk Reconstruction Project. Riggs stated that bid opening was held last week and a Public Hearing is scheduled for this evening's Common Council meeting.

6. **ORDINANCES:**

- A. **Ordinance 2061(4)** - To consider approval of a Rezone Map Amendment request at Falcon Ridge Drive from Rm-2/C-1, Multi-Family Residential/Conservancy District to Rm-2/C-1/PUD, Multi-Family Residential/Conservancy District with a Planned Unit Development.

Director Watkins provided an overview stating that this request is from Jesse Dropik of Millennium Dream Homes, LLC, as the applicant has proposed to construct a 30-unit condominium on this site. Watkins further stated that the applicant has proposed to maintain the current zoning but add a Planned Unit Development Overlay District because of the proposed development project. Watkins also stated that there is a Public Hearing scheduled for the same evening Council meeting to discuss the re-zone, not the site plan, which is forthcoming.

7. **MOTIONS:** NONE

8. **ADJOURNMENT**

Motion: Alderman Grandi. Second: Alderman Preusker. With all in favor, the motion carried and the meeting was adjourned at 7:19 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: October 6, 2020

SUBJECT: PRESENTATION - A Presentation regarding the completed Burlington Public Library Building and Space Plan.

SUBMITTED BY: Joe Davies, Library Director

BACKGROUND/HISTORY:

The library building was originally constructed in 1917 as a U.S. Post Office. In 1963, the building was renovated for use as a public library. In 1987, a one-story addition was added with an estimated useful life of 20 years. The library currently has about 12,000 square feet of accessible space on the main floor, and the current service population of the library is over 19,000 people.

The Library Board of Trustees undertook a strategic planning process in 2019, which included nearly 500 surveys submitted by members of the community. The number one challenge raised by all stakeholders was insufficient space in the current library building. This year, the Library Board hired FEH Design, a firm specialized in library space and building plans, to evaluate our spaces and engage with the community. FEH conducted focus groups in June, design workshops in July, and a community survey in August and September of 2020.

Based on the recommendations from the completed space plan, the Library Board will be commissioning a Funding Feasibility Study in 2021 to determine the best strategies for fundraising for the planned library renovation. The implementation timeline will be heavily dependent on the results of fundraising efforts, but is anticipated to be several years out.

BUDGET/FISCAL IMPACT:

None at this time.

RECOMMENDATION:

Please review the completed space plan documentation.

TIMING/IMPLEMENTATION:

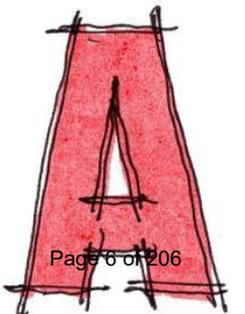
This item is for discussion at the October 6, 2020 Committee of the Whole meeting.

Attachments

Library Presentation

BURLINGTON PUBLIC LIBRARY

CITY COUNCIL PRESENTATION



LIBRARY STRATEGIC PLAN 2020-2022

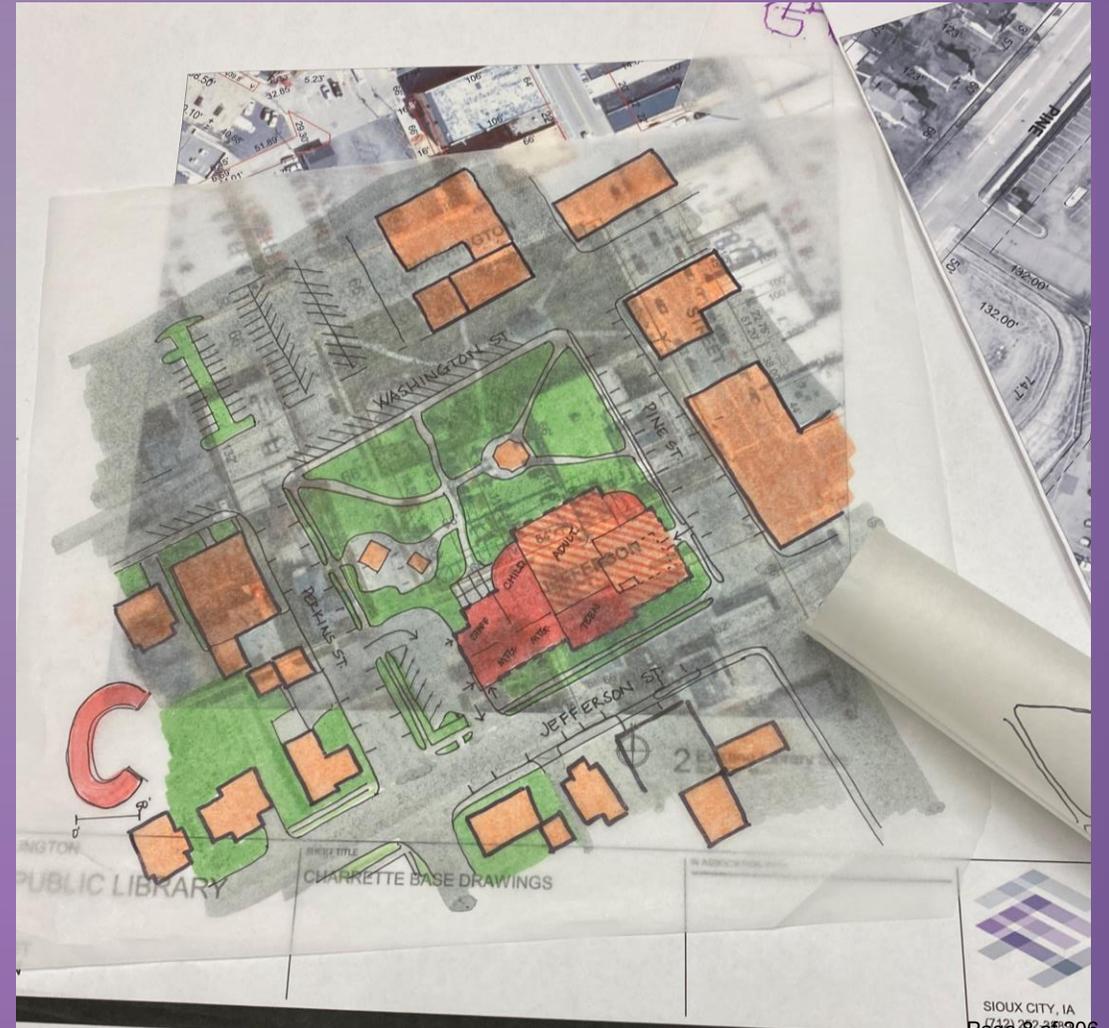
Optimize the use and functionality of the library facility

- Facility masterplan
- Improve accessibility
- Evaluate funding options



1 / FACILITY MASTERPLAN

- Hired FEH DESIGN to determine what the community wants and needs



GOALS FOR SUCCESS

- Provide adequate and appropriate meeting space for all age groups to make, collaborate, learn, meet, and socialize.
- Serve as a community center serving all residents
- Provide flexible space for current and future operations
- Promote literacy for younger generations
- Efficient utilization of space to provide programming and collections
- Provide an accessible and inclusive space for all patrons
- Honor the historic elements while taking the opportunity to modernize the architecture
- Provide a connection to community events in the park
- Make the library safe and secure
- Maximize parking and provide convenient access for all
- Promote economic development and entrepreneurship through technology resources and training
- Incorporate elements that can be supported by the City, community, grant programs, and a private fundraising campaign
- Control sound in the building so it does not negatively impact library patrons
- Be good stewards to the historic library and a catalyst for downtown revitalization
- Create or modify space to support a wider variety of public programs

FOCUS GROUPS

- Like the downtown location – need to re-imagine the interior.
- Very noisy – needs a location for quiet reading
- Computers are always in use – should be in their own room.
- More space for indoor programs, meeting spaces (small and large)
- Accessibility is a huge issue – parking, entrance, basement.
- Teens need a dedicated space – not out in the open
- Reading Terrace on the park side
- Makerspace, creative play
- Natural light, open space with moveable furniture
- Handwashing station separate from the restrooms

Seven sessions

37 participants total

1-10 participants each

SPACE NEEDS PROGRAM

EXISTING	ACCEPTABLE	IDEAL
16,021 SF	26,776 SF	32,653 SF

ACCEPTABLE is better than what the current library provides
IDEAL is an extremely user-friendly library

The final space needs program that will be used to develop the drawings at the Design Workshop will likely be a mixture of acceptable and ideal spaces.

Burlington (WI) Public Library
Outline Building Program - May 17, 2020 - WITH ESTIMATED EXISTING COMPARISON

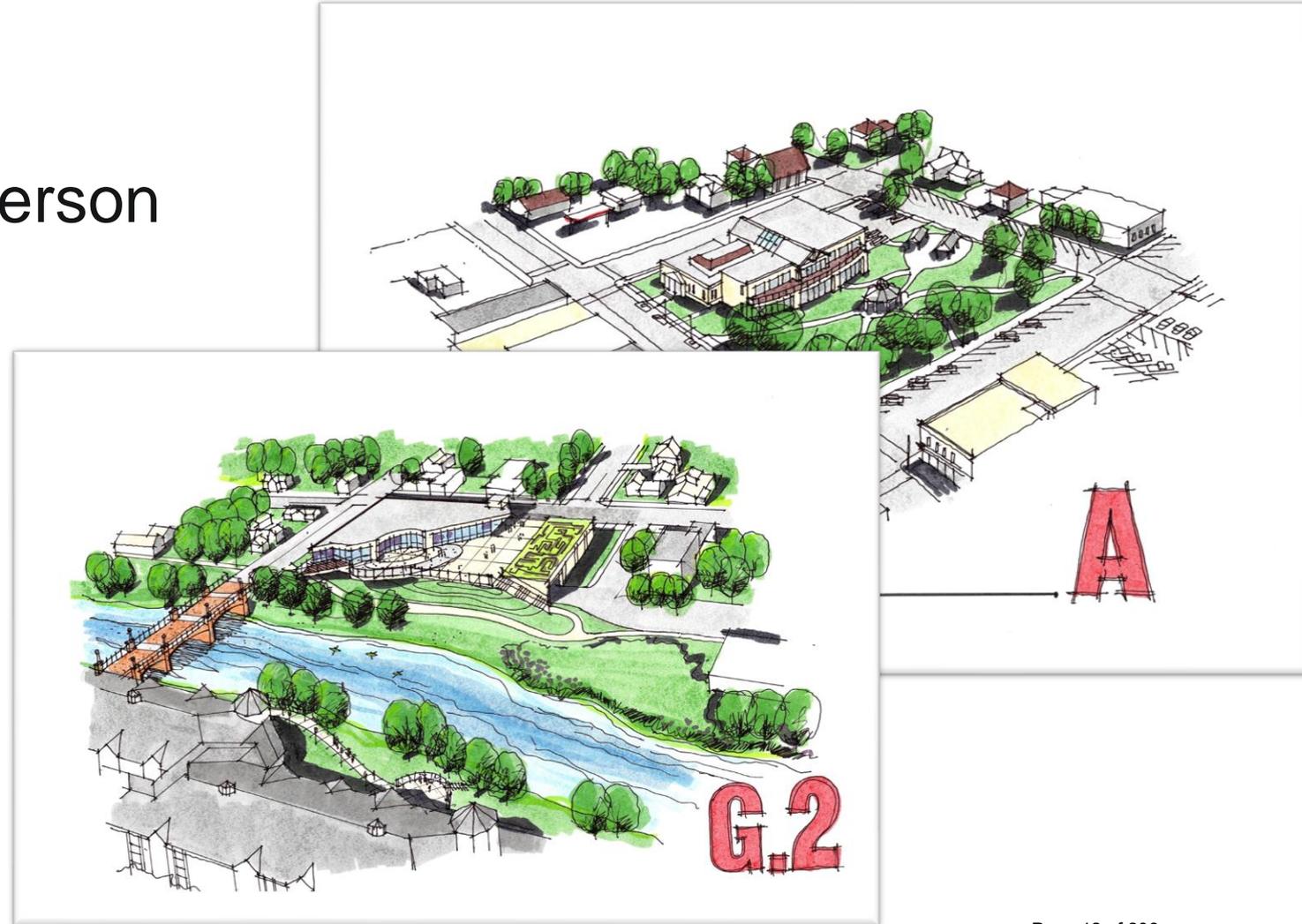
Category	Value
Outline Building Program - May 17, 2020 - WITH ESTIMATED EXISTING COMPARISON	11,217
20-Year Design Population	11,009
Municipal	0%
10-Year Growth % Applied	11,553
Extended Service Area	8,868
10-Year Growth % Applied	79
10-Year (2030) Projection	8,452
20,000	20,000
Year 11-20 Growth % Applied	20,605
20-Year Design Population	66,966
Estimated Collection Size @ 3.25 Volumes per capita	2,163,000

Space Needs by Functional Area

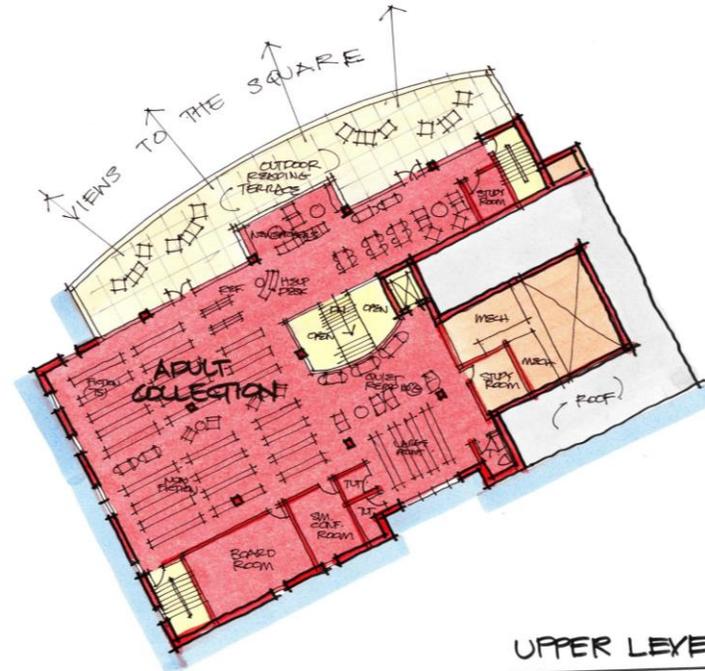
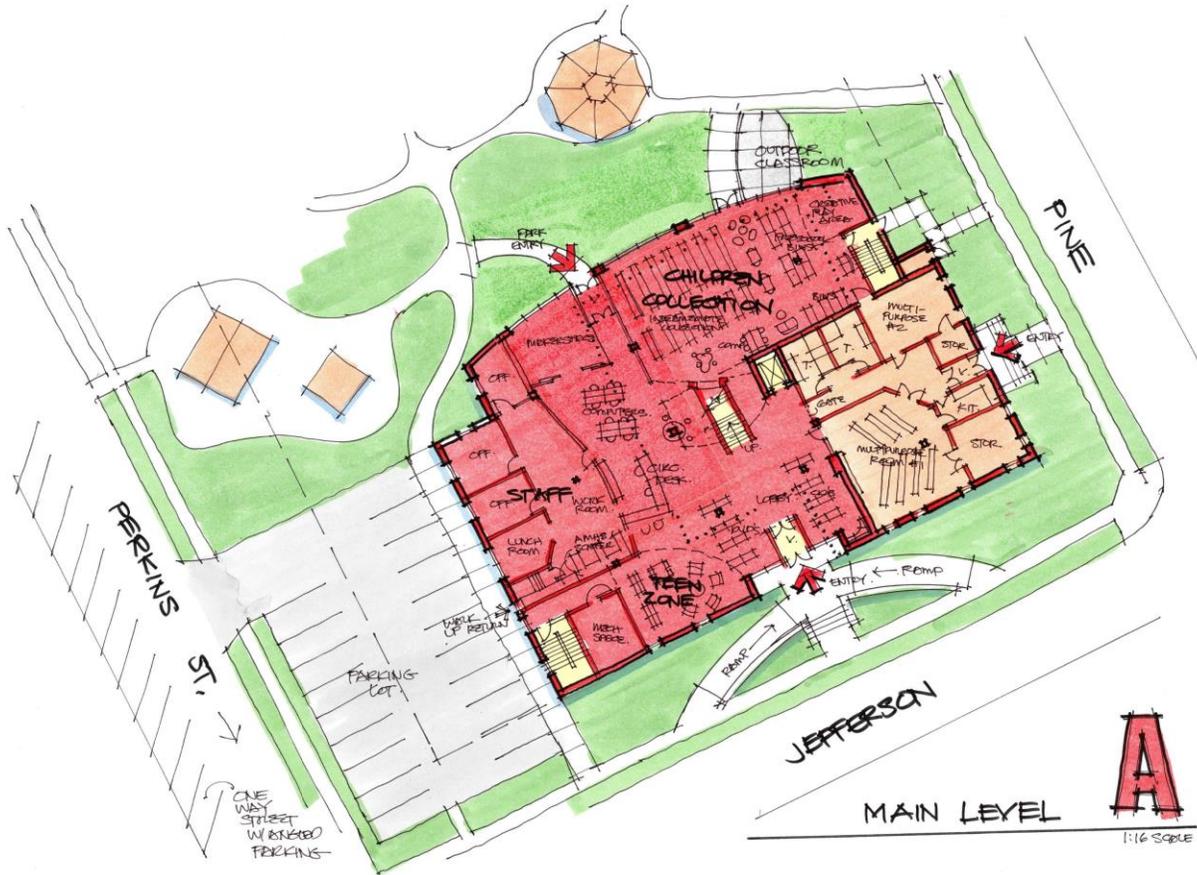
Area	Category	Ideal	Acceptable	Estimated Existing
Children's	Intermediate Children's Collections	2,033	913	21
	Pre-School Collections	37	27	1,618
	Children's Magazines	375	327	507
	Children's Casual Seating	180	300	312
	Multigenerational Casual Seating (15 seats)	72	160	16
	Primary Study Seating (4 seats)	80	160	60
	Intermediate Study Seating (4 seats)	200	400	22
	Children's Computer Seating	200	400	200
	Creative PlaySpace	200	200	180
	Children's Subtotal	4,156	3,183	1,749
Teen	Teen Collections	300	15	180
	Teen Magazines	15	15	100
	Casual Seating (7 seats)	280	200	48
	Study Seating (4 seats)	200	200	12
	Laptop Computer/ Tablet Bar (4 seats)	200	200	244
	Teen Subtotal	775	525	324
Staff Areas	Calculators/ Reception	140	293	12
	Reference	140	245	17
	Staff	879	800	448
	Staff Subtotal	1,159	1,338	581
Meeting Spaces				
Multipurpose Room 1 (170 seats)	1,000	1,300	1,070	
Multipurpose Room 2 (165 seats)	800	1,000	700	
Multipurpose Room 3 Storage Space	135	117	100	
Multipurpose Room 3 Storage Space	500	700	1,394	
Meeting Space Subtotal	3,310	3,117	3,170	
Miscellaneous Spaces	Entry Lobby	279	320	113
	Service Entrance	200	80	80
	Storage Closet/ Senior Room	80	25	30
	IT/ Adult Training	200	100	80
	Reception	200	100	100
	Public Copy Machine	200	100	100
	Public Restroom	100	100	100
	Storage	100	100	100
	Maintenance Storage	100	100	100
	General Storage	100	100	100
	Other Storage (including Friends)	100	100	100
	Miscellaneous Subtotal	3,500	2,577	1,558
TOTAL Assignable Square Feet (excluding structural space/ non-assignable space percentage allocation)	24,260	19,665	10,925	
Structural Space/ Non-Assignable Space Percentage	28%	28%	32%	
Gross Square Feet Single Level	31,053	25,176	14,421	
Add for Multiple Level	1,600	1,600	1,600	
GROSS SQUARE FEET REQUIRED	32,653	26,776	16,021	

FACILITY MASTERPLAN –SO WHAT

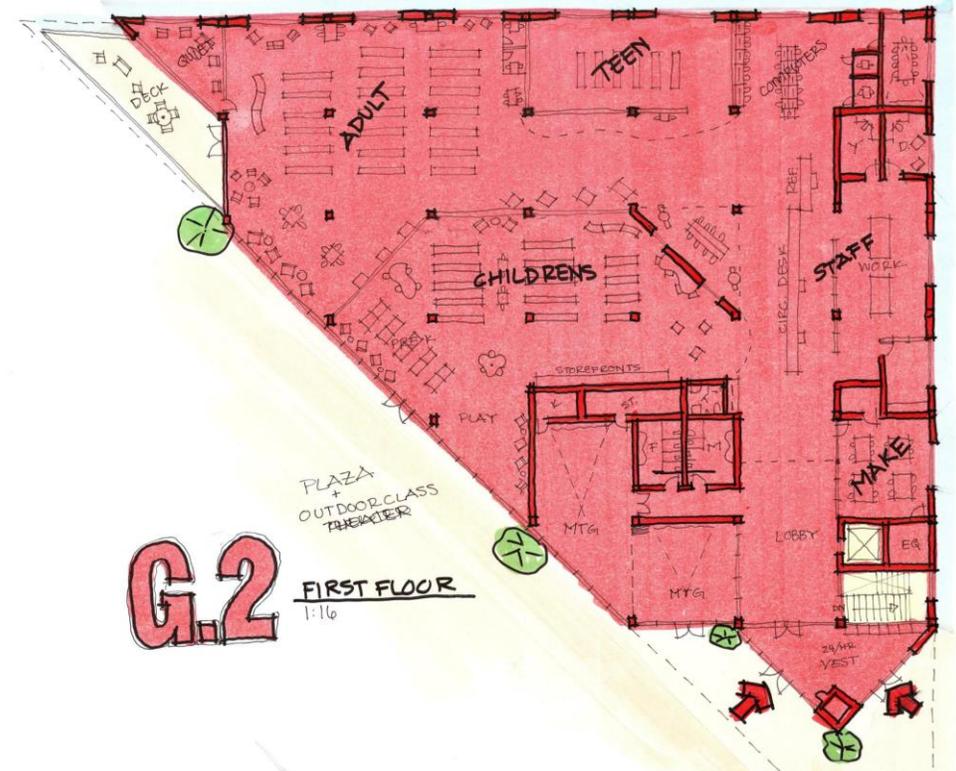
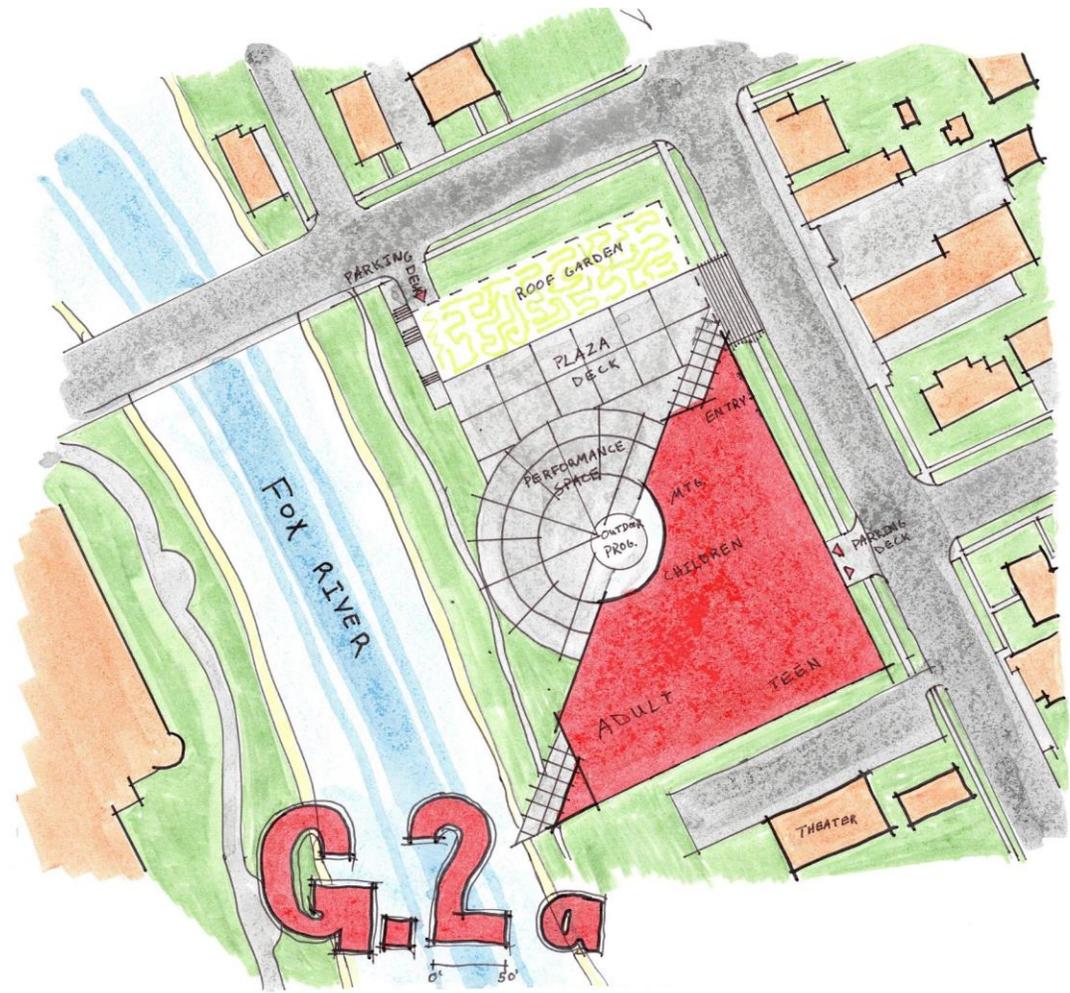
- 13 Options on 5 Sites
- Preferred Option A1 Jefferson and Pine Street
- Option g 2 Jefferson and main street



OPTION A1



OPTION G2



A close-up photograph of a person's hand resting on the silver rim of a wheelchair wheel. The person is wearing a blue and white plaid shirt. The background is a plain, light-colored wall.

2 / ACCESSIBILITY

Community block grant will fund accessibility.



3 / FUNDING OPTIONS

Funding option study will occur in 2021

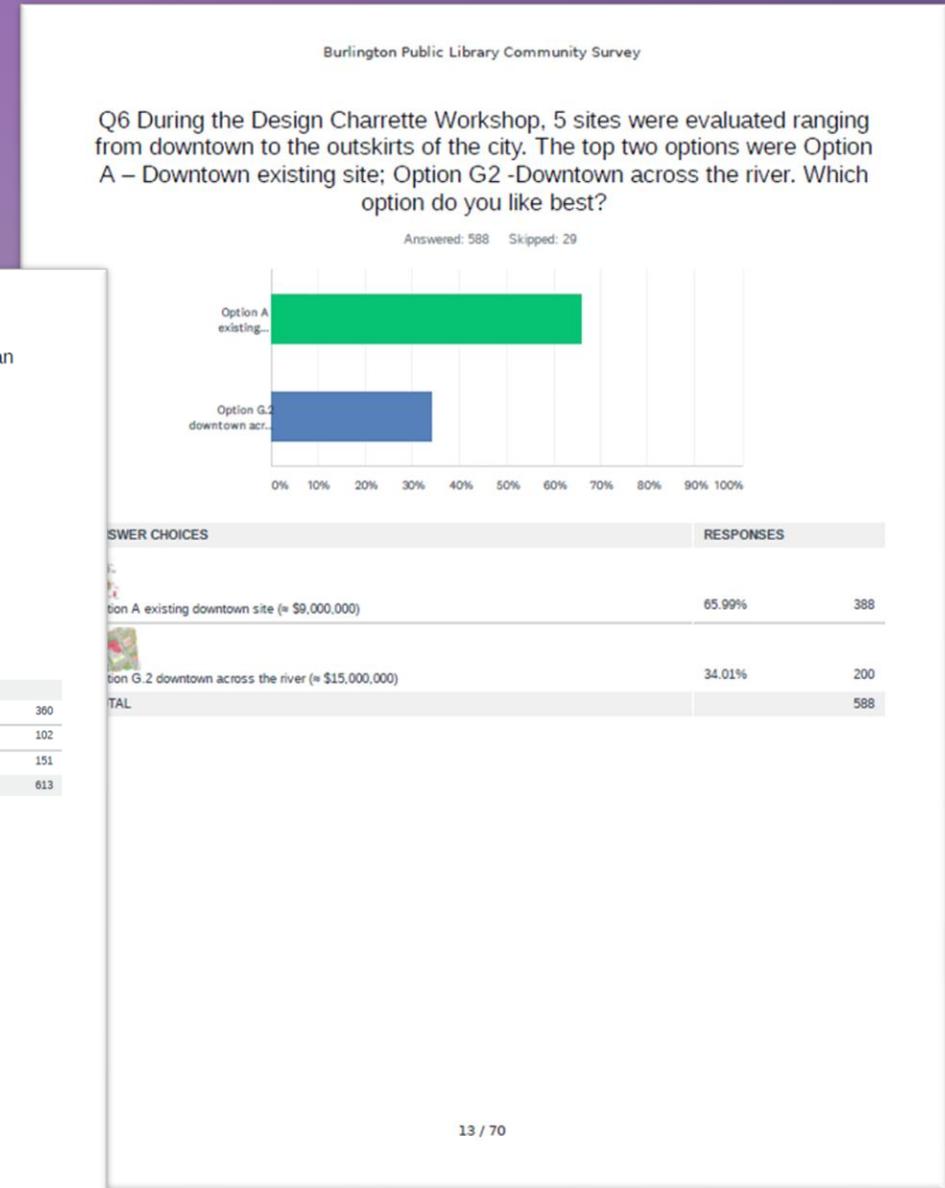
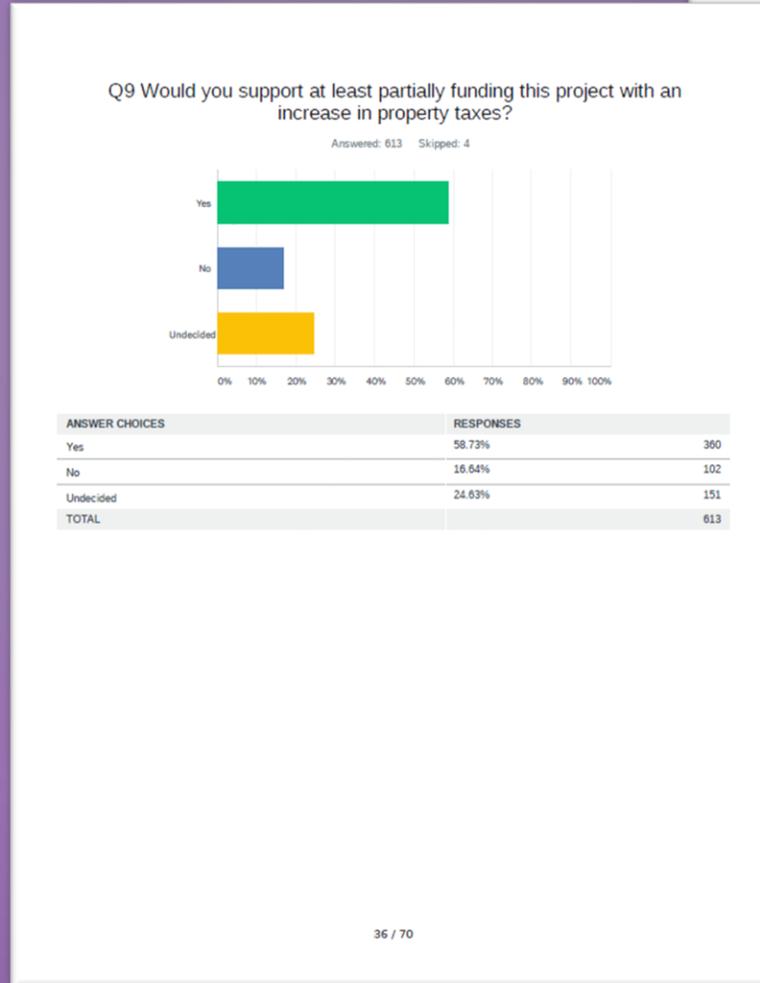
COMMUNITY SURVEY

617 people responded

Option A1 received 65% of the votes

58% Said they would support at least partially funding this project with an increase in property taxes

People are supportive of a capital campaign





COMMITTEE OF THE WHOLE

ITEM NUMBER 5A

DATE: October 6, 2020

SUBJECT: **RESOLUTION 5033(29)** - To Approve the Fire Protection Technician Internship Program Agreement between the City of Burlington Fire Department and Gateway Technical College.

SUBMITTED BY: Alan Babe, Fire Chief

BACKGROUND/HISTORY:

In 2013, an internship program was created between the City of Burlington Fire Department (CBFD) and Gateway Technical College (GTC). This program was created to allow GTC students the ability to ride along with the fire department and work shifts alongside the duty engineer and fire inspector in order to gain valuable in field experience. This allows students the ability to apply the concepts and skills learned in the classroom and apply to work situations and gain experience through the relationship and responsibilities encountered during the internship.

With the growth and changes of CBFD, the internship program agreement has been changed to accommodate for overnight shifts as well as EMS coverage. The student would not be used to replace a regular employee.

This program is offered both in the fall and spring semesters. Each intern will be required to have 3 letters of recommendation, pass a criminal background check, submit an application, cover letter, and resume, participate in a job related physical and drug test, departmental interview, and a department orientation.

Benefits to the Intern includes valuable experience in both Fire and EMS and the opportunity to continue on as a member of CBFD after the semester is over.

Benefits to CBFD includes mentoring students to learn valuable Fire and EMS skills and a great program that helps CBFD give back to the community as well as GTC.

BUDGET/FISCAL IMPACT:

At this time, CBFD is not responsible for any costs involved with the internship program agreement.

RECOMMENDATION:

Staff recommends approval of Fire Protection Technician Internship program agreement between the City of Burlington Fire Department and Gateway Technical College.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Res 5033(29)
Program Agreement

**A RESOLUTION APPROVING A FIRE PROTECTION TECHNICIAN INTERNSHIP
AGREEMENT BETWEEN THE CITY OF BURLINGTON FIRE DEPARTMENT AND
GATEWAY TECHNICAL COLLEGE**

WHEREAS, the City of Burlington Fire Department will work with the Gateway Fire Protection Technician student,

WHEREAS, the Fire Chief, Gateway Program Chair, and Gateway Advisor will work together to select students for the program and perform evaluations,

WHEREAS, the Gateway student will work the standard shift of the City of Burlington Fire Department and will perform all firefighting duties and responsibilities as required by the fire department,

WHEREAS, the Gateway student shall attend all training sessions scheduled by the fire department while on duty as long as the training session does not interfere with scheduled GTC classes,

WHEREAS, the internship process begins on the first day of the semester with the application process and ends at the final day of the spring or fall semester.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City of Burlington shall accept the Internship agreement between the City of Burlington Fire Department and Gateway Technical College.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized and directed to execute this agreement on behalf of the City.

Introduced: October 6, 2020

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

Gateway Technical College/ City of Burlington Fire Department

Fire protection Technician Internship

Course Description

Fire Protection Technician (FPT) program students in good standing have the opportunity to actively participate as a “working” member (intern) of a cooperating Gateway Technical College (GTC) district fire department. Students will work the shift of the cooperating department throughout the semester (excluding class times) and perform many of the same duties as firefighters. Students will be evaluated by fire department officers and the internship course instructor.

Primary Goal

Assist the student in applying the concepts and skills acquired in the classroom to the work situation; to acquire job-related competencies not available within the school environment; and to gain work experience through the relationship and responsibilities encountered during the internship.

Participation Qualifications

- Full time FPT program student status (This is a FPT Program elective)
- Approval of the Gateway Technical College instructor and counselor
- Letters of Recommendation from at least three (3) associate degree instructors
- Successful completion of a criminal background check
- Maintain a minimum GPA of 2.0
- Certified FF1
- Submission of an application, cover letter, and resume
- Meet the physical requirements specified by the cooperating fire department by completing a physical exam provided by the department or by the student.
- Successful completion of a job-related physical ability exam which may include: a drug test
- Successful completion of a department interview/selection process
- Successful completion of a department orientation session/process
- Successful completion of assigned projects by the internship advisor and cooperating fire department

Students are strongly encouraged to complete all facets of their internship or risk the loss of the department as a positive job reference.

Internship opportunities are available during the Spring and Fall semesters.

Gateway Technical College/ City of Burlington Fire Department

Guidelines

1. Students will work the standard shift of the cooperating fire department.
2. Students will be released from their internship obligation to attend classes and to participate in fire department hiring processes.
3. **Students will not be able to leave the internship to work at a non-fire department job.**
4. Students are to return immediately after class or hiring process participation activities.
5. The internship process begins on the first day of the semester with the application process.
6. The internship will end at the final day of each spring and fall semester. Students will be given these days off: The Gateway Technical College "Spring Break", Good Friday through the Monday following Easter, Thanksgiving through the Sunday following Thanksgiving.
7. Students will work under the direction of the fire chief and other fire department officers in conjunction with the GTC intern advisor.
8. Students will perform all firefighting duties and responsibilities as required by the cooperating fire department.
9. Students shall attend all training sessions scheduled by the cooperating fire department while on duty as long as the training session does not interfere with scheduled GTC classes.
10. Students will abide by all rules, regulations, and procedures as established by the cooperating fire department and the Gateway Technical College Fire Protection Technician program.
11. Students will notify their immediate supervisor of any illness, absence, or tardiness before they occur.
12. **Students are additional personnel and are not to be used to replace a regular firefighter nor shall the student infringe upon the rights of the firefighters of the cooperating fire department.**
13. Students will be evaluated by the cooperating fire chief and/or his designee and the GTC FPT program advisor.
14. Interns are asked to be available for and participate in an orientation for incoming interns in the following semester.

Provided to Students

The cooperating fire department will provide each student with:

- A locker for personal articles and clothing
- Parking for private vehicles
- Copies of the fire department rules, regulations, SOGS, and other procedures
- A bed for on-duty use (students provide their own bedding)
- GTC will provide firefighting turnout gear to be used and returned when the internship is completed

Gateway Technical College/ City of Burlington Fire Department

The City of Burlington (CBFD) Fire Department Will:

1. Provide learning experiences, which will contribute to, and be consistent with the student's career objectives.
2. Identify work activities, which the fire department can provide to the student.
3. Evaluate the student's performance and work attitude.
4. Provide the student with direct supervision. The CBFD supervisor is Chief Alan Babe and supervisors assigned by Chief Babe (TBD).
5. The designated individual to supervise the student will:
 - o Counsel the student as needed
 - o Answer questions and be accessible to the student for assistance
 - o Meet with the GTC intern advisor (Jack Jaspersen) as needed
 - o Notify the GTC Intern Advisor (Jack Jaspersen 262-989-3235) and/or the GTC Fire Training Program Chair, (John Dahms 262-939-1674) of any problems about the program, student or other related matters
 - o Contact the GTC Intern Advisor and Program Chair prior to severing the relationship with the student intern
6. Understand that a student can be removed from the internship site if the cooperating fire department observes unsatisfactory performance or attitude.

The Student Will:

1. Notify the cooperating fire department of any illness, absence and/or tardiness.
2. Conform to all cooperating fire department rules, regulations, SOGs and procedures.
3. Fulfill all course requirements for the internship and maintain passing grades in all courses taken concurrently with the internship.
4. Hold cooperating fire department information as well as emergency incident information in strict confidence and be aware that possible legal and academic ramifications can ensue with a breach of this confidentiality agreement.
5. Keep accurate records of participating hours and other necessary records.
6. Discuss concerns/problems with the GTC internship advisor and fire department supervisor.
7. Accept the evaluation/feedback from the cooperating fire department and agree to work on areas where improvement is needed.
8. Not sever the internship affiliation with the cooperating fire department without securing the approval of the GTC internship advisor.
9. Understand that he/she can be removed from the internship site if the cooperating fire department observes unsatisfactory performance or attitude.
10. Understand he/she can be removed from the internship site due to conduct that might bring discredit to the GTC FPT program or the cooperating fire department or violates GTC policy.
11. Disclose any and all legal interaction with law enforcement to the internship advisor and the fire program chair within 24 hours of the encounter. Failure to do so will result in an immediate removal from the internship site.

Gateway Technical College/ City of Burlington Fire Department

The Internship Advisor (Jack Jaspersen) Will:

1. Assist the cooperating fire department with training problems involving the student's function and relationship.
2. Hear complaints and concerns from all parties and make recommendations for reaching suitable solutions to problems.
3. Make periodic contact with the cooperating fire department and intern.
4. Provide necessary forms, guidelines and information to all cooperating parties.
5. Conduct evaluations of the student job performance. This is a mutual effort between the internship advisor and the cooperating fire department.

Additional Guidelines

1. Beds shall be made neatly each morning on his/her duty day.
2. When using a facility such as a kitchen, complete cleaning is required.
3. Students will maintain good personal hygiene habits and grooming. Beards are not allowed. Hair and mustaches shall conform to cooperating fire department regulations.
4. Students are not permitted on fire department property while under the influence of alcohol or drugs.
5. Visitation of people for the student shall be kept reasonably short.
6. No cell phones will be permitted while on duty except for designated times and circumstances.

Dismissal from Internship

1. Any student who is in violation of the rules, regulations, SOGs, procedures or, in the fire chief's opinion does not meet the department's standards will be dropped from the program by the fire chief.
2. Students may be dropped at any time upon the judgment of the GTC intern advisor.
3. The fire chief may terminate the intern program if it is deemed to be in the best interest of the cooperating fire department.
4. Unapproved deviation from the course syllabus.

Performance Objectives FD Organization

1. Outline and describe the rules, regulations, SOGs that govern the conduct of a municipal firefighter.
2. Outline and describe the general policies that govern the overall operations of the cooperating fire department.
3. Outline the organizational chart of the cooperating fire department and represents the chain of command used by the department.
4. Outline and describe the safety policies used by the cooperating fire department.
5. Outline and describe the specific policies that govern the intern program at the cooperating fire department.

Gateway Technical College/ City of Burlington Fire Department

Performance Objectives Engine Company Operations

1. Describe the duties of each member of an engine company of the cooperating fire department.
2. Describe all safety procedures to be followed by engine company members at the cooperating fire department.
3. List, locate, and describe the use of all equipment carried on an engine at the cooperating fire department.
4. Describe the role of an intern on an engine company at the cooperating fire department.
5. Outline and describe the duties of an engine company member and function as an engine company member of the cooperating fire department.
6. Participate in all required training for members of an engine company at the cooperating fire department.

Performance Objectives Truck Company Operations

1. Describe the duties of each member of a truck company of the cooperating fire department.
2. Describe all safety procedures to be followed by truck company members at the cooperating fire department.
3. List, locate, and describe the use of all equipment carried on a truck at the cooperating fire department.
4. Describe the role of an intern on a truck company at the cooperating fire department.
5. Outline and describe the duties of a truck company member and function as a truck company member of the cooperating fire department.
6. Participate in all required training for members of a truck company at the cooperating fire department.

Performance Objectives-Elevated Master Streams

1. Describe the duties of each member of an elevated master stream apparatus at the cooperating fire department.
2. Describe all safety procedures to be followed by members of an elevated master stream apparatus at the cooperating fire department.
3. List, locate, and describe the use of all equipment carried on an elevated master stream apparatus at the cooperating fire department.
4. Describe the role and duties of an intern on an elevated master stream apparatus at the cooperating fire department.
5. Participate in all required training for members of an elevated master stream apparatus at the cooperating fire department.

Gateway Technical College/ City of Burlington Fire Department

Performance Objectives EMS

1. Describe the duties of each member of an EMS company of the cooperating fire department.
2. Describe all safety procedures to be followed by EMS company members at the cooperating fire department.
3. List, locate, and describe the use of all equipment carried on an ambulance at the cooperating fire department.
4. Describe the role of an intern on an EMS company at the cooperating fire department.
5. Outline and describe the duties of an EMS company member and function as an EMS company member of the cooperating fire department. If the intern is an EMT.
6. Participate in all required training for members of an EMS company at the cooperating fire department.

Performance Objectives Fire Inspector

1. Describe the purpose and function of a fire inspector at the cooperating fire department.
2. Outline the typical duties performed by a fire inspector at the cooperating fire department.
3. Accompany and observe a fire inspector during a typical workday.

Performance Objectives Training Officer

1. Describe the purpose and function of a training officer at the cooperating fire department.
2. Outline the typical duties performed by a training officer at the cooperating fire department.
3. Assist and observe a training officer during a typical workday.

Gateway Technical College/
City of Burlington Fire Department

Release and Hold Harmless

Knowing the dangers and risks associated with emergency incidents and activities that surround a fire department, I (student), on behalf of my family, heirs, and personal representative(s), agree to assume the risk and responsibilities surrounding my participation in an internship and release forever discharge, waiver, and covenant not to sue the cooperating fire department or Gateway Technical College against any and all liability for any harm, injury, damage, claims, demands, actions, cause of action, costs, and expenses of any nature whatsoever which I (student) may have or which may hereafter accrue out of or related to participating in the internship.

Medical Payments/Disability Coverage

No medical coverage or disability coverage is provided by Gateway Technical College or the cooperating fire department. Students are advised to have medical coverage. Health insurance is encouraged and is at the student/s expense.

I have read and understand this agreement.

_____ Date _____
Student Intern

_____ Date _____
Fire Chief

_____ Date _____
GTC Intern Advisor



COMMITTEE OF THE WHOLE

ITEM NUMBER 5B

DATE: October 6, 2020

SUBJECT: RESOLUTION 5034(30) - To Approve the Award of the Bid for Tuck-Pointing City Hall to Scherrer Construction Company, Inc. for the Not-to-Exceed amount of \$22,675.

SUBMITTED BY: Megan Watkins, Assistant City Administrator | Zoning Administrator

BACKGROUND/HISTORY:

City Hall, built in 1926, is in need of repair to the brick and cleaning of the limestone. The 2020 Equipment Replacement Fund includes tuck pointing and maintenance for City Hall in the amount of \$32,016. The project includes tuck pointing where necessary, power washing the limestone windowsills, cornice and entryway, sealing the masonry from the sidewalk up three feet, and replacing caulk as needed. The brick on the front and side facades is in dire need of repair.

Two quotes were received in September 2020 by Brian Wood, Maintenance Technician, as recapped below:

Scherrer Construction Co., Inc.	\$22,675
Holton Brothers, Inc.	\$29,715

The repair work is scheduled to be conducted in 2020, weather dependent. The Historic Preservation Commission approved a Certificate of Appropriateness for the repair work at their September 24, 2020 meeting.

BUDGET/FISCAL IMPACT:

This item has been included in the 2020 Equipment Replacement Fund under the Administration Department and approved in the 2020 Annual Budget in the amount of \$32,016. The project is \$9,341 under the budgeted amount.

RECOMMENDATION:

Staff recommends approval of the award to Scherrer Construction Company, Inc.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and due to timing, is scheduled for final consideration at the same evening Common Council meeting.

Attachments

- Res. 5034(30)
- Scherrer Construction proposal
- Holton Brothers, Inc. proposal
- Photos

**A RESOLUTION APPROVING THE AWARD OF THE BID FOR
TUCK-POINTING CITY HALL TO SCHERRER CONSTRUCTION COMPANY, INC.
FOR THE NOT-TO-EXCEED AMOUNT OF \$22,675**

WHEREAS, on June 1, 2004 the Common Council did approve Resolution 3812(18) a Resolution Adopting a Purchasing Policy for the City of Burlington; and,

WHEREAS, the Purchasing Policy requires that all construction related contracts exceeding \$15,000 to be reviewed and approved by the Common Council; and,

WHEREAS, the construction shall be let by contract to the lowest responsible bidder pursuant to Wis. Stat. §62.15 and 66.0901; and,

WHEREAS, the City of Burlington solicited proposals for tuck-pointing, power washing and sealing for City Hall in September of 2020; and,

WHEREAS, two proposals were received by the Administration Department; and,

WHEREAS, the City Administrator has recommended acceptance of the lowest, most responsive bid from Scherrer Construction Company, Inc. for the not-to-exceed price of \$22,675.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the bid for tuck-pointing, power washing and sealing for City Hall at 300 N. Pine Street be awarded to the lowest and most responsive bidder, Scherrer Construction Company, Inc. for the not-to-exceed price of \$22,675.

Introduced: October 6, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



P.O. Box 740, 601 Blackhawk Dr.
Burlington, Wisconsin 53105
Ph: (262) 767-2700 Fax: (262) 767-2701

Proposal

September 15, 2020

Brian Wood
Burlington City Hall
Burlington WI

Scherrer Construction will perform the following work per our discussions and our understanding of the project as detailed below:

Powerwash sill stones, coping stones, stonework at entry \$2550.00

Sealing masonry from sidewalk up 3' \$2,150.00

Brick Tuck-Pointing and Coping Caulking \$17,975.00

Exclusions.

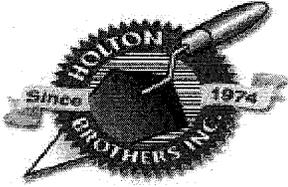
- Glass Block Repair
- Painting

Please feel free to call (262-539-3100) or e-mail with any questions or concerns you might have in regards to the above proposal and thank you for the opportunity to be of service.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Ehlen".

Joe Ehlen
Principal
Vice President of Field Operations
Scherrer Construction Co., Inc.



Holton Brothers, Inc. Contractors

1257 Terminal Road
Grafton, WI 53024

Phone: 262-377-7887
Fax: 262-377-0615

Masonry Repairs - Tuckpointing - Caulking - Waterproofing

Please check if project is tax exempt (attach certificate of exemption)

Proposal Number AABQ17076

Date Sep 11, 2020

Proposal Submitted To:

Project Site

Your Sales Rep

City of Burlington
300 N Pine Street
Burlington, WI 53105

City Hall

Matt Lempke
Sales Representative
262-377-7887
Matt@holtonbrothers.com

Attn: Mr. Brian Wood

We hereby propose to furnish, labor, materials, equipment and insurance complete in accordance with the following specifications.

EXTERIOR RESTORATION

The south, east and west elevations of city hall, from roof coping to grade, have been visually inspected by this contractor. It is my opinion the proper procedure for repair should be as outlined in the following specifications.

TUCKPOINTING OF BRICK MASONRY (SEE PHOTOS 1-4, TYPICAL CONDITIONS)

All exterior face/common brick masonry on the south, east and west elevations shall be inspected and tested for soundness. Mortar joints which are visibly loose or eroded from adjoining brick masonry shall be cut out with a power-driven abrasive wheel to a minimum depth of three-quarter inch (3/4") and as much more as conditions require. After cleaning and flushing with water or compressed air, joints which have been cut out and all voids in mortar shall be filled with special tuckpointing mortar and finished off with a tooled surface to match adjoining areas as closely as possible. Completed work shall be wet down to insure proper curing of the mortar. NOTE: hairline cracks in mortar shall not be deemed defective and are not included in the quote.

TUCKPOINTING OF STONE MASONRY

All exterior limestone masonry on the south and west elevations shall be inspected and tested for soundness. Mortar joints which are visibly loose, eroded or separated from adjoining masonry units shall be cut out to a minimum depth of one inch (1") and as much more as conditions require. After cleaning and flushing with water, joints which have been cut out and all voids in mortar shall be filled with a non-shrinking mortar and finished off with a tooled surface to match existing work as closely as possible. Completed work shall be wet down to insure proper curing of the mortar. NOTE: hairline cracks in mortar shall not be deemed defective and are not included in the quote

RELAYING OF LOOSE OR SEVERELY SHIFTED BRICK MASONRY

All loose or severely shifted brick masonry on the south, east or west elevations shall be removed. After proper preparation of areas where brick have been removed, brick shall be relayed.

WATERBLASTING OF STONE MASONRY

All limestone masonry located on the south and west elevations shall be water blasted with high pressure (2500 PSI) so as to remove all discolorations, dirt and biological growth as best as possible.

EXTERIOR WATER REPELLANT

Brick and stone masonry on the bottom three feet (3') of the south and west elevations shall receive a flood coat of Chemtrete BSM 40 VOC water repellent. This will be applied by means of a pressure type sprayer with a minimum of a six-inch (6") run down during application so as to completely saturate masonry surfaces.

REPLACEMENT OF DAMAGED GLASS BLOCK

Three (3) cracked/damaged glass block on one (1) of the south elevation first floor windows will be removed and replaced with new glass block units. New glass block will match existing as closely as possible.

EXTERIOR CAULKING OF DEFECTIVE ALUMINUM FRAME WINDOW AND DOOR OPENINGS

Exterior perimeter of defective aluminum frame window and door openings abutting brick masonry where previously caulked shall have all loose and scaling present caulk removed in order to attain a sound base. Joints shall then be sealed with a one-part urethane sealant. This will be applied directly from a pressure type gun, sealing the joints completely.

EXTERIOR CAULKING

All exterior movement and structural cracks in brick/stone masonry, located on the south, east and west elevations shall have these areas routed out up to one half inch (1/2") in order to attain a neat and uniform appearance. Joints shall then be sealed with a one part urethane sealant. This will be applied directly from a pressure type gun, sealing the joints completely

EXTERIOR CAULKING IN THE FOLLOWING AREAS

- 1) All movement and structural cracks in brick masonry
- 2) 100% vertical and horizontal joints in limestone belt-lines (see photos 5 & 6, typical throughout)
- 3) Defective vertical and horizontal joints in limestone sills
- 4) 100% vertical and horizontal joints in limestone copings
- 5) Defective vertical and horizontal joints in decorative stone
- 6) 100% vertical and horizontal joints in stone soffit/water table (see photos 5 & 6, typical throughout)
- 7) Defective window lintels in brick masonry
- 8) Joint at which concrete sidewalk abut building on south and west elevations (see photos 7 & 8, typical conditions)

The above mentioned areas located on city hall shall be sealed with Tremco Dymonic, a one part urethane sealant. Sealant shall be white or colored as required to match existing work.

Joint backing where necessary shall be close-cell, non-staining polyethylene in round or square shapes, such as ethafoam joint backing. Joint backing shall be compatible with sealants used.

PREPARATION OF JOINTS

Building joints shall be examined prior to application and any conditions detrimental to achieving a positive weather-tight seal shall be remedied.

All openings, joints or channels to be sealed shall be thoroughly clean, dry and free from dust, oil, grease or any other foreign matter.

Where joints are deeper than 1/2", polyethylene joint backing shall be used and packed into the joint at within 1/2" of the surface. A size shall be selected so as to allow for a minimum of 30% compression of the backing when inserted into the joint. Where joints are 3/4" wide, the backing shall be placed so the depth of the joint to receive the sealants does not exceed 1/4".

APPLICATION OF SEALANTS

Sealants shall be gun applied through a nozzle of such diameter so the full bead of sealant is gunned into the joint, filling the joint completely.

All beads shall be tooled immediately after application to insure firm, full contact with the inner faces of the joints. Excess material shall be struck off with a tooling stick or knife.

The finished bead shall be flush with the surfaces or as otherwise indicated. Caulking shall be outlined with masking tape so as to obtain a neat and uniform appearance. Movement and structural cracks which are caulked shall be dusted with a fine grade lake sand so as to attain the appearance as closely as possible of mortar.

UTILITIES

It will be the responsibility of the property owner or Management Company to secure working electrical facilities. Should power interruption be necessary, the tenants and the property owner and or managers will hold harmless Holton Brothers, Inc. from all claims resulting from power interruption. Interruption is necessary at times because OSHA requires that there be a 20' clearance between workers and live electric wires. The Electric Company will move the wires, if necessary and charge the owner. For underground digging or any related excavating, it will be the responsibility of the property owner or Management Company to contact Diggers Hotline to verify location of wires prior to Holton Brothers proceeding with the work. It will also be the responsibility of the property owner or manager(s) to notify tenants and local utilities of any need to interrupt power services. The tenants and the property owner and or managers will hold harmless Holton Brothers, Inc. from all claims resulting from power interruption.

SubTotal	\$29,715.00
Total - NOT-TO-EXCEED	\$29,715.00

TERMS AND CONDITIONS

The following terms and conditions (these 'Terms') between Holton Brothers, Inc., ('HB') and HB's customer identified in the Proposal to which these Terms are attached ('Contracting Party') (Contracting Party is one of the following: 'Property Owner' or 'Management Company as Authorized Agent for Property Owner' or 'General Contractor'), together with the Proposal, represent the agreement between the parties for construction and other contracted services to be performed at the location listed on the Proposal.

PROPOSAL TERMS

1. **Payment Amount:** The amount due to HB from Contracting Party is the amount listed on the Proposal as the 'Total Amount,' plus the total sum of all change orders referenced in Paragraph 6, and any fees or interest assessed pursuant to these Terms.
2. **Payment Due Date:** As agreed upon by the parties, HB may require periodic payments during the construction period. Payment in full must be received by HB no later than the 30th day after the work has been completed.
3. **Late Payments:** Any invoice amounts outstanding after the 30th day following the completion of the work will result in a late payment fee of 1.5% of the outstanding balance, assessed monthly until paid in full. In addition to a late payment fee, HB reserves its right to pursue all available remedies, including filing and perfection of a lien as described in Paragraph 4.
4. **LIEN NOTICE:** AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, HB HEREBY NOTIFIES CONTRACTING PARTY AND PROPERTY OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON PROPERTY OWNER'S LAND MAY HAVE LIEN RIGHTS ON PROPERTY OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO HB, ARE THOSE WHO CONTRACT DIRECTLY WITH THE CONTRACTING PARTY OR PROPERTY OWNER OR THOSE WHO GIVE THE CONTRACTING PARTY OR PROPERTY OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, CONTRACTING PARTY OR PROPERTY OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO CONTRACTING PARTY'S OR PROPERTY OWNER'S MORTGAGE LENDER, IF ANY. HB AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.
5. **Work Performed:** All work performed by HB is subject to the Proposal, which lists all of the work specifications, as well as all change orders (as of the date of the Proposal) contemplated in Paragraph 6.
6. **Changes to Proposed Work:** Any alterations or deviations from the work specifications included in the Proposal that result in additional costs shall be agreed to via written agreement between the parties. Any costs associated with the changes shall be paid by Contracting Party. All written change orders shall be considered a part of the original proposal.
7. **Work Schedule:** Work shall commence on a date agreed upon by both parties. HB shall perform the work during normal business hours. As the project progresses, the parties may agree to vary the work schedule and adjust the costs accordingly.
8. **Work Completion:** The completion date shall be date Contracting Party receives a final invoice from HB. HB shall provide such notice when the work specified in the Proposal has been completed, inclusive of all change orders contemplated in Paragraph 6, and HB has removed all of its materials from the project location.
9. **Workmanlike Manner:** HB shall complete all work in a workmanlike manner according to standard industry practices.
10. **Agreement Applies to General Contractor:** Where this agreement includes language making a section applicable to a general contractor, it is assumed that HB is acting as the subcontractor, was hired by, and will be paid by the general contractor. Where HB acts as the subcontractor, the guarantees in Paragraph 9 are assumed to be made to the general contractor and not to the property owner. In the event that the property owner pursues an action against HB based on those guarantees, general contractor agrees to indemnify and defend HB in such action. General Contractor guarantees that the property owner is aware of all responsibilities and liabilities listed in these terms and conditions.
11. **Subcontractors:** HB reserves the right to hire subcontractors at its discretion to fulfill the proposed work specifications, and agrees to pay the subcontractors for their efforts at an agreed upon price.
12. **Force Majeure:** HB is not liable for the failure to complete the work specifications included in the Proposal when the failure is caused by acts of God, such as, but not limited to, fire, tornado, flooding, and other natural disasters, labor disputes, strikes, materials shortages, terrorist activities, or government action affecting construction.
13. **Suspension of Work:** HB may suspend work on account of weather or natural disasters, LATE PAYMENTS BY CONTRACTING PARTY, government action, or other emergencies not anticipated by this agreement. Any additional charges that result from the suspension shall be paid for by Contracting Party.
14. **Clean-up:** HB shall dispose of materials used in construction, including hazardous materials, and will leave the worksite in a clean and orderly condition following completion of construction.
15. **HB's Insurance and Hiring Practices:** HB shall carry general liability insurance, employer's liability insurance, worker's compensation insurance, and automotive insurance. HB shall provide a certificate evidencing such policies upon request by Contracting Party. HB shall seek and retain qualified and skilled craftspeople to complete the proposed work and will not discriminate on the basis of race, color, sex, age, handicap, veterans status, religious belief, or national origin when hiring its employees.
16. **Information and Access:** Contracting Party shall provide HB directly with all relevant information necessary to complete construction, and shall do so in a timely manner. Contracting Party will be responsible for any resulting defects, damage, or additional costs caused by a failure to provide HB with such relevant information. Contracting Party shall provide HB and any subcontractors retained by HB with ready access to the work site.
17. **Property Owner's Insurance:** The property owner shall maintain general liability and property insurance, including waiver of subrogation, where applicable. The property owner shall provide a certificate evidencing such policies if requested by HB.
18. **Termination:** HB reserves the right to terminate this agreement, at its discretion, in the event that Contracting Party is late in procuring payment, or if HB has a reasonable belief that Contracting Party will not pay following the completion of the proposed work.
19. **Governing Law and Dispute Resolution:** This agreement is governed by the laws of the State of Wisconsin, irrespective of conflicts of laws principles. Any disputes or claims arising under the Proposal, these Terms, or any contract entered into thereunder shall be resolved by binding arbitration administered by a single arbitrator in accordance with the American Arbitration Association's Construction Industry Arbitration Rules in effect as of the date of submission of any such dispute or claim. All disputes or claims shall be aggregated and resolved in one arbitration proceeding. The arbitration proceeding shall take place in Milwaukee, WI/ Waiv.
20. **Attorneys' Fees:** Contracting Party shall be liable for HB's attorneys' fees incurred in connection with enforcing these Terms and/or the Proposal, collecting payment, or defending or pursuing claims in which HB is the prevailing party.
21. **Waiver:** Any exception made to any of these Terms or any extension granted by HB to any of the deadlines described in these Terms shall not be considered as a waiver of that provision.
22. **Complete Agreement:** These Terms shall be read in conjunction with the accompanying Proposal, shall constitute the final and complete agreement of the parties, and shall supersede any conflicting terms contained in any other document, or expressed orally. Any amendments to the Proposal in the form of change orders shall be considered as part of the original agreement and also subject to these Terms.
23. **Execution of the Proposal; Right of Rescission:** By signing the Proposal, Contracting Party accepts both the Proposal and these Terms and consequently agrees to be bound by them. CONTRACTING PARTY MAY TERMINATE THIS AGREEMENT WITH HB BY PROVIDING WRITTEN NOTICE TO HB OF ITS ELECTION TO DO SO WITHIN THREE DAYS OF THE DATE OF THE PROPOSAL.

If accepted, please sign and return one copy. Thank you.

PAYMENT TO BE MADE WITHIN 30 DAYS OF COMPLETION OF WORK - Or a 1 1/2% Service Charge per month for any past due amount along with all attorney fees involved with collection.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed upon written and/or verbal orders, and will become an extra charge over and above the estimate. This agreement is contingent upon weather, strikes, accidents or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL

The work specifications, pricing, payment terms, and other terms and conditions (including the attached Proposal Terms, which are incorporated by reference) are hereby accepted; and Holton Brothers is hereby authorized to perform the proposed services in accordance with the foregoing Proposal. Holton Brothers reserves the right to withdraw or modify this proposal at any time prior to acceptance.

CUSTOMER (please sign and return one executed contract)

Owner/Authorized Officer or Agent:

(Name)

Date Accepted: _____

HOLTON BROTHERS, INC.

By: Matt Lempke

Matt Lempke
Sales Representative

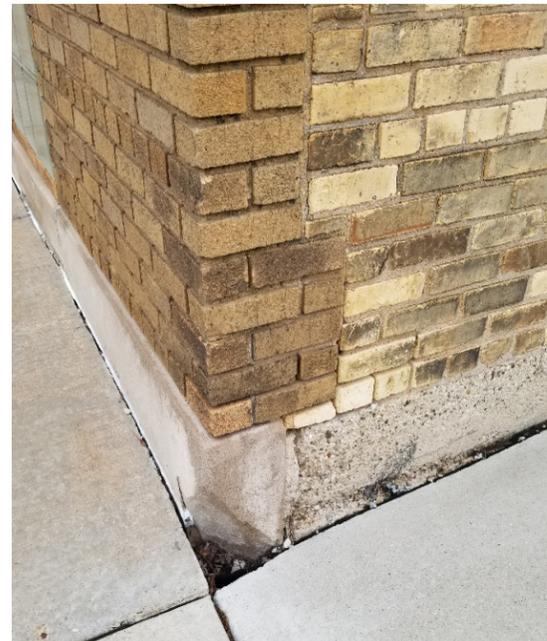
300 N. Pine Street - Front Facade

- Tuckpointing
- Replace caulk
- Powerwash window sills, door way and cornice
- Paint railing and window frames to match existing color



300 N. Pine Street - Side and Rear Facades

- Tuckpointing
- Replace caulk
- Powerwash window sills, door way and cornice
- Paint window frames to match existing color





DATE: October 6, 2020

SUBJECT: **RESOLUTION 5035(31)** - To Approve a Joint Effort Marketing (JEM) Grant Agreement between the City of Burlington and the Wisconsin Department of Tourism.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The City applied for the JEM grant offered through the Department of Tourism to pay for eligible research, advertising and marketing costs necessary to undertake a tourism project consistent with the program requirements specified in s.41.17 Statutes and CH. TOUR 1 Wis. Adm. Code. The City of Burlington has hired GrahamSpencer specifically for the research, analysis towards a re-branding effort.

On September 15th, the City received an award notification of being a recipient of the Destination Marketing (JEM) Grant for reimbursement up to 50% of the total cost of the project or \$34,450. The total cost for GrahamSpencer's service will total \$53,980 plus our in-kind work that is eligible for reimbursement which would be another \$15,000 for the total project cost to be \$68,900. The JEM Grant funding expenses will reimburse for work incurred between November 26, 2020 - September 14, 2021. Any work completed prior to this date, will be paid by the City as their portion of the 50% grant funding.

In order to receive the grant, the City and Wisconsin Department of Tourism must execute the attached agreement.

BUDGET/FISCAL IMPACT:

The total project cost is \$68,900 and the City is eligible for 50% reimbursement of \$34,450. The dollars would be expended from the economic development fund.

RECOMMENDATION:

Staff recommends approval of the Agreement between the Wisconsin Department of Tourism and the City of Burlington.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Res. 5035(31)
Agreement

**A RESOLUTION APPROVING A JOINT EFFORT MARKETING (JEM) GRANT
AGREEMENT BETWEEN THE CITY OF BURLINGTON AND WISCONSIN
DEPARTMENT OF TOURISM**

WHEREAS, The Wisconsin Department of Tourism (“Department”) has available Joint Effort Marketing (JEM) Grants; and,

WHEREAS, the City of Burlington has applied to the Department for assistance under the Joint Effort Marketing (JEM) Grant Program to pay for eligible research expenses necessary to undertake a tourism project consistent with the program requirements specified in s.41.17 Statutes and CH. TOUR 1 Wis. Adm. Code, and;

WHEREAS, the Department, relying upon representations in the City's application, shall provide a grant of up to \$34,450.00, to the City under the terms and conditions specified in this agreement, hereto attached as “Attachment A”.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington hereby approves an Agreement between the City of Burlington and the Wisconsin Department of Tourism, hereto attached as “Attachment A”

BE IT FURTHER RESOLVED that the City Administrator is authorized to sign the Agreement between the City of Burlington.

Introduced: October 6, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

JOINT EFFORT MARKETING (JEM) GRANT AGREEMENT
between the
WISCONSIN DEPARTMENT OF TOURISM
and the
CITY OF BURLINGTON

This agreement is entered into pursuant to s. TOUR 1.06, of the Wisconsin Administrative Code by and between the Wisconsin Department of Tourism ("the Department") and the City of Burlington, Federal Employee Identification Number: 396005409 ("the Recipient").

WHEREAS, the Recipient has applied to the Department for assistance under the Joint Effort Marketing (JEM) Grant Program to pay for eligible research expenses necessary to undertake a tourism project consistent with the program requirements specified in s.41.17 Statutes and CH. TOUR 1 Wis. Adm. Code, and

WHEREAS, the Department, relying upon representations in the Recipient's application, shall provide a grant of up to \$34,450.00, to the Recipient under the terms and conditions specified in this agreement,

THEREFORE, based upon the mutual promises contained in this agreement, the Department and Recipient agree as follows:

I. REPRESENTATIONS AND WARRANTIES

The Recipient hereby represents and warrants that:

- A. It is a non-profit entity duly organized, validly existing and in good standing under the laws of the State of Wisconsin, and it has complied with all conditions prerequisite to doing business in Wisconsin;
- B. It has the power and authority to carry on its business as now conducted in the State of Wisconsin;
- C. It is qualified to do business in every jurisdiction in which the nature of its business makes such qualifications necessary;
- D. It is in compliance with all laws, regulations, ordinances and orders of public authorities applicable to it;
- E. It has authorized its signatory hereto to bind it with respect to all terms and conditions in this agreement;
- F. All of the promises and representations in the Recipient's JEM Grant application, and any other documents submitted subsequent thereto are truthful and accurate as of the date of this agreement; and
- G. The Recipient's warranties and representations shall survive the execution and delivery of this agreement.

II. SCOPE OF SERVICES TO BE PROVIDED BY THE RECIPIENT

The City of Burlington, Wisconsin is looking to re-brand our community that ensures, both economic and residential resiliency in the form of prosperity, pride and maintaining relevancy for decades to come. This will be completed through a multidisciplinary data collection process allowing our hired consultant, GrahamSpencer the opportunity to examine our foundation and dynamics of our community, competition, attributes and perceptions and converts qualitative and quantitative data into insight and strategies for a strong future strategic brand platform.

Promotional Budget

JEM Dollars Recipient Dollars/In-Kind Total Dollars

Research

Promotional expenses are non-applicable at this time since year 1 grant is seeking funding for research.

Total Research 0.00 0.00 0.00

Total Promotional Budget **\$0.00 \$0.00 \$0.00**

III. BUDGET

The budget for the Recipient's Tourism Project shall be as follows:

	Department	Recipient	Total
A. Research	0.00	0.00	0.00
B. Operations	34,450.00	34,450.00	68,900.00
<i>Grand Total:</i>	<i>\$34,450.00</i>	<i>\$34,450.00</i>	<i>\$68,900.00</i>

IV. DISBURSEMENT OF FUNDS

- A. Payments shall be made to the Recipient, 300 N. Pine Street, Burlington, WI 53105. No JEM Grant funds shall be disbursed to the Recipient except as authorized and provided in this agreement.
- B. The Recipient shall receive fifty (50) percent of the grant payment when this agreement is signed **and** the Department receives a copy of the signed agreement between the Recipient and its vendors. The agreement with the vendors shall outline all project costs, provide a plan and timeline for completing the project deliverables and contact information for the persons responsible for completing project deliverables. Eligible project costs that the grant will pay include vendor fees and hard costs for strategic planning, research, metrics, implementation of brand training and marketing plan development processes, actually incurred between **November 26, 2020 – September 14, 2021**.
- C. No JEM Grant funds shall be used to compensate any officer or employee of the Recipient for salaries or expenses.
- D. The remaining fifty (50) percent of the total JEM Grant shall be held and retained by the Department, pending receipt and review of the following:
 - 1. Documented notes and outcomes from Strategic Planning sessions
 - 2. All baseline data, including Davidson Peterson or similar economic impact studies
 - 3. Outcomes of both qualitative and quantitative research
 - 4. Case Statement that identifies your area’s point-of-difference and points-of-parity, defines target market(s) and audience(s), strategies that translate the research outcomes into actionable marketing efforts, including marketing plan and budgets, benchmarks and tracking plan.
- E. The Department reserves the right to withhold reimbursement if the Department determines, in its sole discretion, that the Recipient has not complied with any of the terms and conditions of this agreement.

V. RECORD KEEPING AND REPORTING

- A. The Recipient shall maintain books, records and other documents, as required by the Department, to document the amount and nature of all JEM grant funds provided by the Department, as well as the funds used by the Recipient in accordance with the terms of this agreement.
- B. The Department shall, at all reasonable times, have access to and the right to examine, audit, excerpt, copy and transcribe any of the Recipient's books, documents, papers and records which relate directly to this agreement. The Recipient is responsible for retaining such materials for at least three (3) years following the conclusion of this Project.

VI. TERMINATION AND AMENDMENT

- A. The Department, in its sole discretion, may terminate this agreement and recover all JEM Grant funds if the Recipient fails to perform any of its obligations under this agreement. Such termination by the Department shall be effective thirty (30) days after the Department mails a written notice of termination to the Recipient's last known address by first class mail, postage prepaid.
- B. This agreement constitutes the entire understanding and agreement between the Department and the Recipient, relating to the Project. This agreement may not be amended except in a written document executed by the Department and the Recipient.

VII. GOVERNING LAW AND VENUE

This agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. The Recipient shall, at all times, comply with and observe all federal, state and local laws, ordinances, and regulations which are in effect during the period of this agreement and which in any manner affect the Project or its conduct. Any litigation arising out of this agreement shall be brought and venued in Dane County, Wisconsin.

VIII. NONDISCRIMINATION IN EMPLOYMENT

In connection with the performance of work under this agreement, the Recipient agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Statutes, sexual orientation or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other form of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Recipient further agrees to take affirmative action to ensure equal employment opportunities. The Recipient agrees to post in conspicuous places available for employee and applicant employment notices setting forth the provisions of the nondiscrimination clause.

IX. AFFIRMATIVE ACTION COMPLIANCE

- A. All contracts of \$50,000 or more require the submission of a written affirmative action plan. Recipients with an annual work force of less than twenty-five (25) employees are excluded from this requirement provided they submit an exemption request in writing utilizing the form attached.
- B. Within fifteen (15) days after the execution of this contract, a written affirmative action plan shall be submitted to the Department's representative, Wisconsin Department of Tourism, 201 W. Washington Ave., Madison, WI 53703.
- C. An "Affirmative Action Plan" is a written document committing the vendor to a program designed to achieve a balanced work force within a reasonable period of time. It contains, at a minimum, a policy statement, work force analysis, program goals, internal monitoring system, and implementation of the Plan. An acceptable plan is one which satisfies s. 16.765, Wis. Statutes, and ADM 50, Wis. Adm. Code.

X. SEVERABILITY

The invalidity of any provision of this agreement shall not affect the validity of the remaining provisions, which shall remain in full force and effect to govern the conduct of the parties.

XI. BINDING ON SUCCESSORS AND ASSIGNS

This agreement shall be binding upon the parties hereto, together with their respective successors, venders and assigns.

XII. ADVERTISING

Any advertising produced under this agreement shall acknowledge the financial support of the Wisconsin Department of Tourism unless otherwise approved by the Department’s representative.

FOR THE DEPARTMENT OF TOURISM

By: _____
Sara Meaney, Secretary Designee Date

FOR THE RECIPIENT

By: _____
Carina Walters Date



DATE: October 6, 2020

SUBJECT: RESOLUTION 5036(32) - To Approve the Award of Bid for the 2020 Sidewalk Improvement Program to Forward Builders for the base bid amount of \$33,134.00.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

The City of Burlington solicited and opened bids for repair of public sidewalk on September 10, 2020. This project includes the removal and replacement of sidewalks that are cracked, heaved, or otherwise damaged in 16 different locations within the City. Approximately 580 lineal feet of sidewalk will be repaired as part of this program.

All owners of property adjacent to the identified repair locations were sent letters inviting them to the public hearing and informing them of the project and the assessment they will incur.

BUDGET/FISCAL IMPACT:

Bids for the project were opened on September 10, 2020. A detailed bid tab and engineer's recommendation are attached. A summary of the bids are as follows:

- Forward Contractors: \$33,134.00
- DC Burbach: \$46,344.00
- Zenith Tech: \$80,658.00

By code, sidewalk replacement is jointly funded by the City of Burlington (50%) and the abutting property owner (50%). The property owner may pay this assessment in one lump sum or in annual installments. The program has a \$35,000 budgeted within the Street Department's operating budget.

RECOMMENDATION:

The City's contract engineering firm, Kapur and Associates, has reviewed and has recommended proceeding with an award of bid to Foreward Builders. Staff recommends approval of award of bid for the 2020 sidewalk program to Forward Builders for the base bid of \$33,134.00.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and due to project scheduling needs, is scheduled for final consideration at the same evening Common Council meeting.

Attachments

- Res. 5036(32)
- Engineers Recommendation
- Sidewalk Bid Tab

**A RESOLUTION APPROVING AN AWARD OF BID FOR THE 2020 SIDEWALK
IMPROVEMENT PROGRAM TO FORWARD BUILDERS FOR THE BASE BID OF \$33,134.00**

WHEREAS, the City of Burlington did post a Class 2 Notice to Bidders for the 2020 Sidewalk Improvement Program on August 27 and September 3, 2020: and,

WHEREAS, three (3) bids were received by the City and were opened and reviewed at the Department of Public Works bid opening on September 10, 2020 and forwarded to the City Engineer for final review; and,

WHEREAS, the City Engineer, and the Director of Public Works have reviewed the bids and recommend acceptance of the lowest, most responsive bid from Forward Builders, a copy of which is attached hereto, and made a part thereof; and,

WHEREAS, the City Engineer, and the Director of Public Works have recommended approval of the Base Bid of \$33,134.00,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the 2020 Sidewalk Improvement Program be awarded to Forward Builders, for the not-to-exceed amount of \$33,134.00 for the Total Base Bid.

Introduced: October 6, 2020
Adopted: October 6, 2020

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

MEMORANDUM TO THE CITY OF BURLINGTON

To: Peter Riggs
From: Mike Timmers
CC: Carina Walters, Megan Watkins, Greg Governatori
Date: September 24, 2020
Re: Bid Approval and Recommendation for Burlington 2020 Sidewalk Program

A total of three bids were received on Thursday, September 10, 2020 for the **Burlington 2020 Sidewalk Program**. The bids were reviewed, and the final bid tab results are as follows:

Item	<u>Bidder No. 1</u> Forward Contractors (Grafton, WI)	<u>Bidder No. 2</u> D.C. Burbach (Waukesha, WI)	<u>Bidder No. 3</u> Zenith Tech (Waukesha, WI)
Total Base Bid:	\$33,134.00	\$46,344.00	\$80,658.00

Based on the review of the bids, the review of the bidder's qualification statement and previous experience, and discussion with the City and DPW staff, it is my recommendation to award the **Burlington 2020 Sidewalk Program** contract to **Forward Contractors**. A bid bond of 5% of the contract price, and qualification statement were submitted with their bid. The project General Bid Tab is attached for your review.



KAPUR & ASSOCIATES, INC.

BURLINGTON 2020 SIDEWALK PROGRAM - General Bid Tab

City of Burlington, Racine County, Wisconsin

Bid Opening: September 10, 2020, 9am

BASE BID:				Forward Contractors		DC Burbach		Zenith Tech	
Item No.	Item Description	Unit	Bid Qty.	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$
204.0100	Removing Pavement (Concrete Driveway)	SY	16	\$12.00	\$ 192.00	\$27.00	\$ 432.00	\$109.50	\$ 1,752.00
204.0130	Removing Curb	LF	85	\$20.00	\$ 1,700.00	\$10.00	\$ 850.00	\$24.00	\$ 2,040.00
204.0155	Removing Concrete Sidewalk	SY	300	\$12.00	\$ 3,600.00	\$25.00	\$ 7,500.00	\$51.00	\$ 15,300.00
205.0100	Excavation Common (includes root removal)	CY	40	\$1.00	\$ 40.00	\$120.00	\$ 4,800.00	\$99.60	\$ 3,984.00
305.0120	(Undistributed)	TON	100	\$30.00	\$ 3,000.00	\$23.00	\$ 2,300.00	\$72.00	\$ 7,200.00
416.0160	Concrete Driveway 6-Inch	SY	16	\$72.00	\$ 1,152.00	\$72.00	\$ 1,152.00	\$232.00	\$ 3,712.00
460.5224	HMA Pavement Type 4LT 58-28 S (4-Inch Asphalt Patch)	TON	5.0	\$300.00	\$ 1,500.00	\$520.00	\$ 2,600.00	\$505.00	\$ 2,525.00
602.0405	Concrete Sidewalk 4-Inch	SF	2700	\$7.00	\$ 18,900.00	\$7.30	\$ 19,710.00	\$14.85	\$ 40,095.00
690.0150	Sawing Asphalt	LF	90	\$5.00	\$ 450.00	\$10.00	\$ 900.00	\$10.00	\$ 900.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140), and Mulch.	SY	200	\$13.00	\$ 2,600.00	\$30.50	\$ 6,100.00	\$15.75	\$ 3,150.00
BASE BID TOTAL:				\$	33,134.00	\$	46,344.00	\$	80,658.00



DATE: October 6, 2020

SUBJECT: RESOLUTION 5037(33) - To Approve Change Order Number Two for the 2020 Street Improvement Program.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

Change Order #2 for the 2020 Street Improvement Program contains two items for a total reduction to the contract of \$36,306.23.

Item 1 has a net reduction of \$33,081.23 and is related to the lining of a storm sewer manhole instead of the originally planned reconstruction. This change was necessary to avoid costly unexpected water main relocation required to reconstruct the manhole as initially planned. Staff had been interested in manhole lining technology and this project was a good opportunity to try lining and achieve significant costs savings at the same time.

Item 2 has a reduction of \$3,225 because of a material change for manhole adjustment rings.

BUDGET/FISCAL IMPACT:

Funding for the 2020 Street Improvement Program was included in the promissory note in the amount of \$598,185. The contract was awarded for \$545,023, increased by CO #1 (\$51,006.25) to \$596,029.25, and now reduced by CO #2 (-\$36,306.25) to a final total of \$559,723.02. This is 2.7% above the original contract award and 6.7% less than budgeted.

RECOMMENDATION:

Staff recommends approval of Change Order #2 for the 2020 Street Improvement Program.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Res. 5037(33)
Engineers Recommendation

**A RESOLUTION APPROVING CONTRACT CHANGE ORDER NUMBER TWO
WITH THE WANASEK CORPORATION FOR AN REDUCTION IN THE CONTRACT
IN THE AMOUNT OF \$36,306.23**

WHEREAS, Resolution 5017(13) approved the award of the bid to The Wanasek Corporation for the 2020 Street Improvement Program for Base Bid of \$545,023.00; and,

WHEREAS, the City of Burlington entered into a contract with The Wanasek Corporation for said program; and,

WHEREAS, Resolution 5030(26) approved Change Order Number One for an amount of \$51,006.25 increasing the contract to \$596,029.25; and,

WHEREAS, during construction it was determined it was necessary to eliminate the storm sewer manhole reconstruction at the intersection of Amanda St and Briody St and replace with manhole lining for a net cost reduction of \$33,081.23; and,

WHEREAS, it was determined that precast concrete adjusting rings were a sufficient replacement for Cretex Pro-Rings and would result in cost savings in the amount of \$3,225.00; and,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that Change Order Number Two is hereby approved in the amount of -\$36,306.23 for an amended contract amount of \$559,723.02.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute Change Order Number One on behalf of the City.

Introduced: October 6, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

MEMORANDUM TO THE CITY OF BURLINGTON

To: Peter Riggs
From: Mike Timmers
CC: Greg Governatori, Luke Podella
Date: September 18, 2020
Re: Contract Change Order Request #2 for 2020 Burlington Streets Program

Attached please find a copy of Contract Change Order #2 and Justification of Price for the **2020 Burlington Street Program** construction project. This Change Order results in a CREDIT of **\$36,306.23**.

The items and additional work requested by the City of Burlington include:

- \$28,400: Manhole Lining for a 21' deep storm manhole at the intersection of Amanda St. and Briody St.
- CREDIT (\$3,225): Credit for material change, Cretex PRO-RING to Concrete Adjustment Rings
- CREDIT (\$61,481.23): Credit for project quantity adjustment. Actual quantities were lower than planned quantities. This includes the elimination of the items for removal and replacement of the storm manhole that was instead lined (as stated above).

TOTAL Contract Change Order CREDIT of \$36,306.23, which brings the contract total from \$596,029.25 to **\$559,723.02**

Please let me know if you have any questions or comments!

Thank you!

2020 Burlington Street Program **Justification of Price for Contract Change Order #2**

I. Item Description:

Item #2.01 Manhole Lining, Amanda St. and Tower St. Intersection:

Description: This work shall consist of manhole lining of an existing manhole structure at the intersection of Amanda St. and Tower St. per City of Burlington request. The original plan was to remove and replace the existing manhole. It was later realized that this would have potentially created other challenges and cost to the project, as it relates to other existing utilities in the area. Through research and discussions with City staff, the engineer, and the contractor, it was decided that relining would be the better option. This option saved the City a significant amount of time and money by eliminating the planned items for removing and replacing the manhole, along with the very likely need to remove and re-install other utilities in the area – which would have added additional cost and time to the project. Work includes; structural manhole lining of a 21’ deep existing storm manhole structure.

Item #2.02 CREDIT for material change, Cretex to Concrete Adjustment Rings:

Description: This is a credit for the difference in material cost for structural (manholes, inlets, catch basins) adjustment rings from the planned Cretex PRO-RING’s to precast concrete rings on some of the structural adjustments performed on the project. This change in material was reviewed and approved by City Staff and the Engineer.

II. Method of Measurement: Work performed, for the above items, is measured as a lump sum.

II. Basis of Payment: The work under these items, measured as provided above, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for all cleanup and incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

The following is a cost summary for the additional items mentioned above:

Item No.	Description	Unit	Qty	Unit Price	Total Price
2.01	Manhole Lining, Amanda St and Tower St intersection	LS	1	\$ 28,400.00	\$ 28,400.00
2.02	CREDIT for material change, Cretex to Concrete Adjustment Rings	LS	1	\$ (3,225.00)	\$ (3,225.00)
SUBTOTAL - Contract Change Order #2 (Extra Work)					\$ 25,175.00
Base Bid, Add'l Bid, & CCO #1: Actual Cost (w/ actual quantities used)					\$ 534,548.02
CCO #2 (Extra Work)					\$ 25,175.00
TOTAL CONTRACT COST: Base Bid, Add'l Bid, & CCO #1 + CCO #2 (Extra Work)					\$ 559,723.02
Current Contract Amount: w/ CCO #1					\$ 596,029.25
***Actual Cost - Current Contract Amount					\$ (61,481.23)
Contract Change Order #2 (Extra Work)					\$ 25,175.00
TOTAL - CONTRACT CHANGE ORDER #2					\$ (36,306.23)

***Actual Cost - Current Contract Amount is the difference in the total project actual cost and the current cost adjusted for contract change order #1. Overall actual quantities placed (FINAL quantities) were slightly lower than planned quantities; therefore, the cost of the base bid and additional bid was lower than planned. This credit amounted to a contract reduction of \$61,481.23.

CONTRACT CHANGE ORDER

Change Order: #2

Date: September 18, 2020

Name of Project: 2020 Burlington Street Program

OWNER: City of Burlington

CONTRACTOR: The Wanasek Corp

ENGINEER: Kapur & Associates, Inc.

The following changes are hereby made to the Contract Documents: See attached documentation.

Justification: (See attached)

Change to CONTRACT PRICE- \$ (36,306.23)

Original CONTRACT PRICE - \$ 545,023.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER - \$ 596,029.25

The CONTRACT PRICE due to this CHANGE ORDER will be (increased) decreased by - \$ (36,306.23)

The new CONTRACT PRICE including this CHANGE ORDER will be - \$ 559,723.02

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased) (decreased) by zero calendar days.

The date for completion of work will be Substantial (Date). Final (Date)

The CONTRACTOR and OWNER hereby agree that the compensation to the CONTRACTOR effected hereby constitutes full settlement of the claims of the CONTRACTOR under this contract arising out of or incident to the changes effected hereby.

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended by the ENGINEER: Mike Timmers Date 9/18/2020

Accepted by the CONTRACTOR: Dan Azarian Date 9/18/20

Approved by the OWNER: Mayor Jeannie Hefty Date



DATE: October 6, 2020

SUBJECT: **RESOLUTION 5038(34)** - To Authorize for the submission of a Community Development Block Grant (CDBG) application.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The State of Wisconsin will be closing the Community Development Block Grant (CDBG) program. This program allows communities who currently have CDBG programs in place to purchase the balance of the outstanding loans and in turn would be qualified to access the dollars that were originally within the Fund for projects meeting the low to moderate Income (LMI) income. Overall, the City of Burlington does not qualify as LMI; however, projects for the senior center and ADA projects **do** qualify in order to access those dollars. Staff has identified various projects and will submit two applications with coinciding project plans to the Department of Administration as follows:

APPLICATION #1 - CITY-WIDE ADA IMPROVEMENTS

- GENERAL CONDITIONS \$ 122,000.00
- CITY HALL
 - ADA Bathrooms \$ 33,000.00
 - ADA Entry Doors \$ 10,000.00
- FIRE DEPARTMENT
 - ADA Bathroom \$ 16,000.00
- LIBRARY
 - ADA Bathrooms \$ 96,000.00
 - Elevator \$ 321,000.00
- MUNICIPAL COURT
 - ADA Entry Doors \$ 30,000.00
- POLICE DEPARTMENT
 - ADA Bathrooms \$ 70,000.00
 - ADA Entry Doors \$ 10,000.00
 - Elevator \$ 177,000.00
- WAGNER PARK
 - Restroom Reconstruction \$ 178,000.00
 - ADA Parking/Sidewalk \$ 20,000.00

TOTAL BUDGET – CITY-WIDE ADA IMPROVEMENTS \$1,230,000.00

APPLICATION #2 - SENIOR CENTER IMPROVEMENTS

- GENERAL CONDITIONS \$ 8,000.00
- IMPROVEMENTS

- Exterior Shell & Doors \$ 15,000.00
 - Roofing \$ 47,000.00
 - HVAC System \$ 20,000.00
 - Asphalt Paving \$ 30,000.00
- ARCHITECTURAL/ENGINEERING/CONST. MGMT. FEES \$ 16,000.00

TOTAL BUDGET – SENIOR CENTER IMPROVEMENTS \$ 136,000.00

BUDGET/FISCAL IMPACT:

The City has an outstanding CDBG loan of approximately \$200,000, and should we pay or buy out the \$200,000 loan, we would have the ability of accessing approximately \$940,000 in the fund. The City will continue to receive ongoing monthly payments in the amount of \$1720/mo. from the existing CDBG loan until the date of closure of the mortgage.

RECOMMENDATION:

Staff recommends submittal of the CDBG application.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Res. 5038(34)
Scope and Budget Report
City-wide ADA Improvements CDBG Application
Senior Center Improvements CDBG-Close Application

A RESOLUTION AUTHORIZING FOR THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a City of Burlington plan (CDBG-PLNG), or for the provision or improvement of public facilities (CDBG-PF); and,

WHEREAS, after public meeting a due consideration, the Common Council has recommended that an application be submitted to DOA for the following project(s):

Community Development Block Grant Close-Public Facilities City-wide ADA Improvements ; and
and
Community Development Block Grant Close-Public Facilities Senior Center Improvements

WHEREAS, it is necessary for the Common Council to approve the preparation and filing of an application for the City of Burlington to receive funds from this program; and,

WHEREAS, the Common Council has reviewed the need for the proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE BE IT RESOLVED, that the Common Council does hereby approved and authorize the preparation and filing of an application for the above-named projects; and that the Mayor is hereby authorized to sign all necessary documents on behalf of the City of Burlington; and that authority is hereby granted to the Common Council to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

Introduced: October 6, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

**CITY OF BURLINGTON WISCONSIN
SCOPE & BUDGET REPORT
FOR
COMMUNITY BLOCK GRANT PROGRAM**

PREPARED IN COLLABORATION BY



SEPTEMBER 2, 2020

City of Burlington Wisconsin
Scope & Budget Report for
Community Block Grant Program

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City of Burlington Wisconsin
Scope & Budget Report for
Community Block Grant Program

REPORT INTRODUCTION

The City of Burlington identified specific accessibility deficiencies at various city properties that would benefit from ADA improvements. Those properties included City Hall, Fire Department, Library, Municipal Court, Police Department and Wagner Park. Further, the City is considering implementation of improvements previously identified for the Burlington Senior Center.

The objective of this assignment was to (1) identify potential solutions to the various specific accessibility deficiencies and develop budgets for the implementation of the improvements and (2) update the budgets for improvements at the Burlington Senior Center. This information is for the City's use in an application process to secure funding for this work.

Stelling & Associates, Architects prepared scope documents of improvements to the various specific locations within city owned properties to address specific ADA accessibility issues. PSG, Inc. developed budgets to implement these improvements as well as the improvements identified for the Burlington Senior Center.

The Budget Report and Scope Documents are included in this document. The budgets prepared include both design and construction costs and are based on implementation in the Spring of 2021.

It is acknowledged that the objective was not to complete an exhaustive and detailed architectural study with resulting documents that would be used to obtain firm pricing. This report represents conceptual solutions and opinions of probable costs only and is provided to support the City's efforts to secure funding.

Thank you for your confidence in selecting us for this assignment and we look forward to a continued relationship to advance these projects through implementation.

City of Burlington Wisconsin
 Scope & Budget Report for
 Community Block Grant Program

BUDGET REPORT

CITY-WIDE ADA IMPROVEMENTS

• GENERAL CONDITIONS	\$ 122,000.00
• CITY HALL	
○ ADA Bathrooms	\$ 33,000.00
○ ADA Entry Doors	\$ 10,000.00
• FIRE DEPARTMENT	
○ ADA Bathroom	\$ 16,000.00
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○ Elevator	\$ 177,000.00
• WAGNER PARK	
○ Restroom Reconstruction	\$ 178,000.00
○ ADA Parking/Sidewalk	\$ 20,000.00
• ARCHITECTURAL/ENGINEERING/CONST. MGMT. FEES	<u>\$ 147,000.00</u>

TOTAL BUDGET – CITY-WIDE ADA IMPROVEMENTS **\$1,230,000.00**

SENIOR CENTER IMPROVEMENTS

• GENERAL CONDITIONS	\$ 8,000.00
• IMPROVEMENTS	
○ Exterior Shell & Doors	\$ 15,000.00
○ Roofing	\$ 47,000.00
○ HVAC System	\$ 20,000.00
○ Asphalt Paving	\$ 30,000.00
• ARCHITECTURAL/ENGINEERING/CONST. MGMT. FEES	<u>\$ 16,000.00</u>

TOTAL BUDGET – SENIOR CENTER IMPROVEMENTS **\$ 136,000.00**



August 20, 2020

City of Burlington CDBG Program

Project: City Hall ADA Restroom

Project Location: 300 North Pine Street

Arch. Project #: 20011_01

Project Statement

To convert if possible, the existing public unisex restroom located off the Lobby between the Administrators Office and the Mayor's Offices (Mayors office access door is also substandard) to an ADA compliant Unisex restroom. Based upon field measurements it has been determined that the existing public restroom is not of adequate dimension to accommodate an ADA compliant restroom. Noting that the existing facility is placed within an existing confined space design of significant security construction (thick poured concrete cell wall) (originally City Police Department) the expansion of which would be impractical if not excessively costly. Some options will have to be pursued. One option may be to add a new unisex ADA compliant restroom in the existing Lobby in between the Administrator and Mayor's Offices door and the existing public restroom door. (See Attached Sketch Option) Scope of Work below outlines this option:

Scope of Work

- Hazardous Material Survey, Sampling, Testing – due to the age of the building an environmental assessment should be completed on the impacted area, unless the City has one on file.
- Hazardous Material Abatement – AS required
- Remove items/materials as needed in the area of the proposed restroom. See Drawing for preliminary location and layout.
- Construction of structural 6” steal studs with heavy sound insulation in the desired location.
- Insulate all new wall with 4” Thermal Fiber or Mineral Wool Sound Batt insulation.
- Core the required holes for a toilet waste line, water line, lavatory drain line and water lines.
- Installation of all new waste piping needed for one toilet and one lavatory.
- Installation of all new water supply piping (insulated) needed for one toilet and one lavatory.
- New walls door/frame assembly with a 36” minimum clearance door. Walls consist of metal stud floor to existing Second Floor Structure sound proofing the entire wall cavity (See Above) and faced with 5/8” gypsum board both sides (provide water resistive gypsum wall board on all plumbing wall, primed and 2 coats of Satin paint or finish as desired by City of Burlington.
- Slip resistant floor surface and base. Option to preserve existing Lobby Tile then add new wall/floor base
- New moisture resistant drop ceiling at approximately 8’-0”.
- New Exhaust Fan and exterior vent

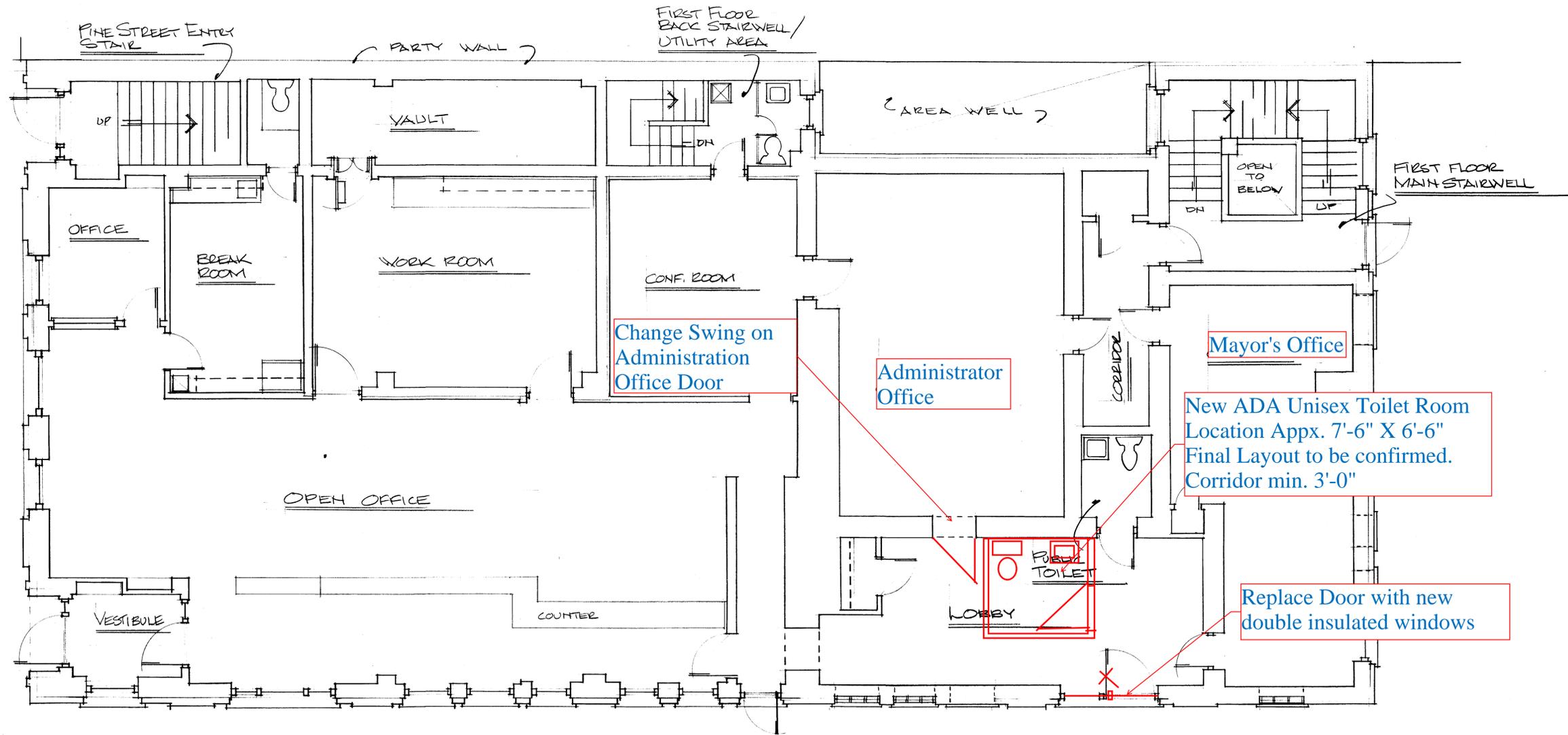
- Installation of required electrical wiring and receptacles.
- New ADA accessible toilet fixture.
- New ADA compliant lavatory.
- New mirror.
- New Bobrick B-5806 series wall mounted grab bars or equivalent on toilet side wall and back wall.
- New Bobrick B-2888 Surface Mounted Multi-Roll Toilet Tissue Dispenser or equivalent mounted on toilet side wall.
- New soap dispenser.
- New paper towel dispenser.
- Sanitary napkin disposal (Optional).
- Tactile ADA Signage.



Image 1



Image 2



PLAN
NORTH

EXISTING FIRST FLOOR PLAN

SCALE : 1/4" = 1'-0"



September 1, 2020

City of Burlington CDBG Program

Project: City Hall ADA Entry Doors

Project Location: 300 North Pine Street

Arch. Project #: 20011_02

Project Statement

To retrofit the existing City Hall main entry doors at 300 North Pine Street with ADA complaint automatic door swing operators and actuators.

Scope of Work

- Two new Stanley Magic-Access Low-Energy Swing Operators and Actuators or equivalent are to be installed, one at each of the existing entry doors outswing assemblies on the Pine Street side of City Hall.
- Preferred location to mount the operator on the aluminum storefront existing exterior 3'-5" door would be on the interior side of the door. Preferred location to mount the operator on the wooden interior door would be on the exterior side of the door due to the existing exit sign mounted on the interior side of door.
- A new electrical source will need to be located near the two operators.
- Two actuators will need to be mounted per door, one on either side of door in a location and height that meets ADA code.

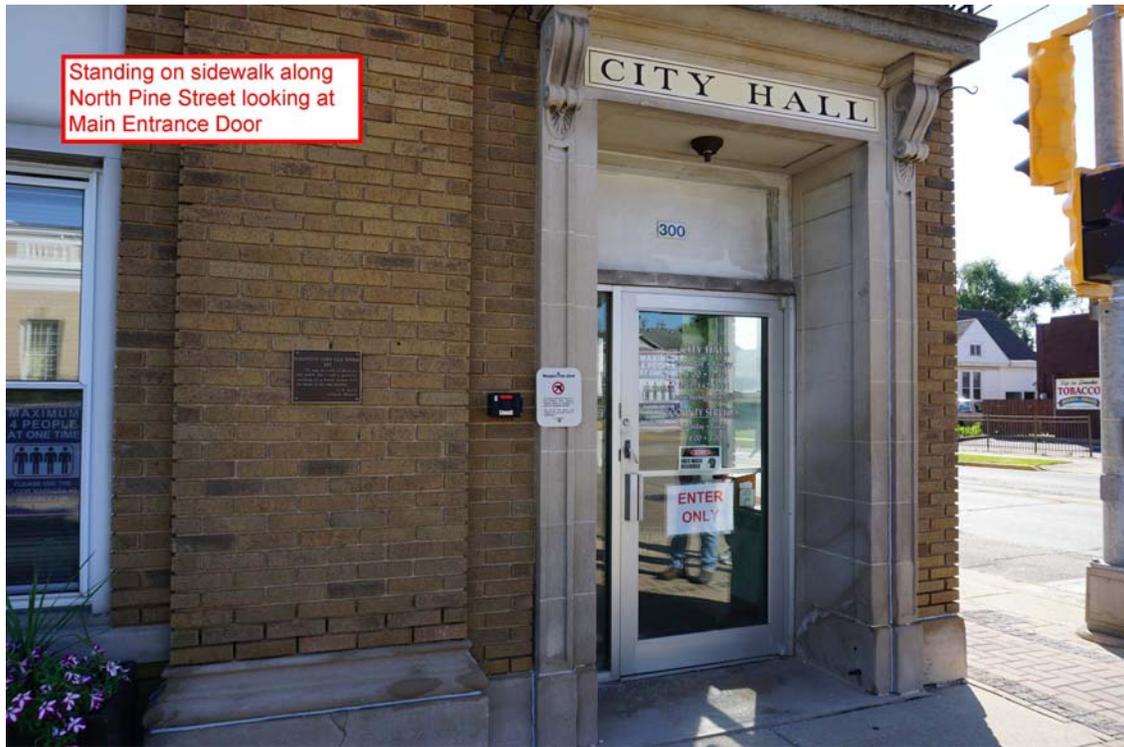


Image 1

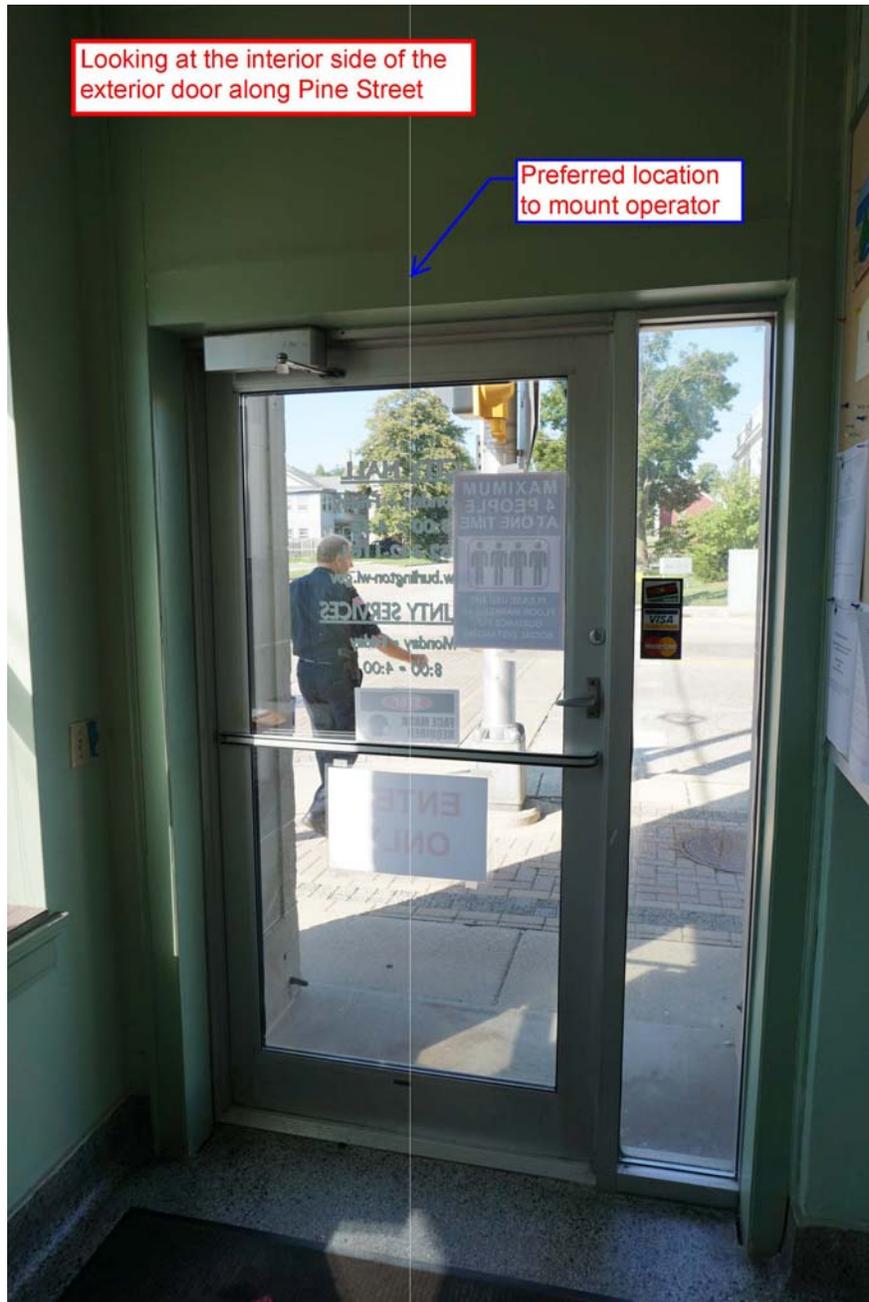
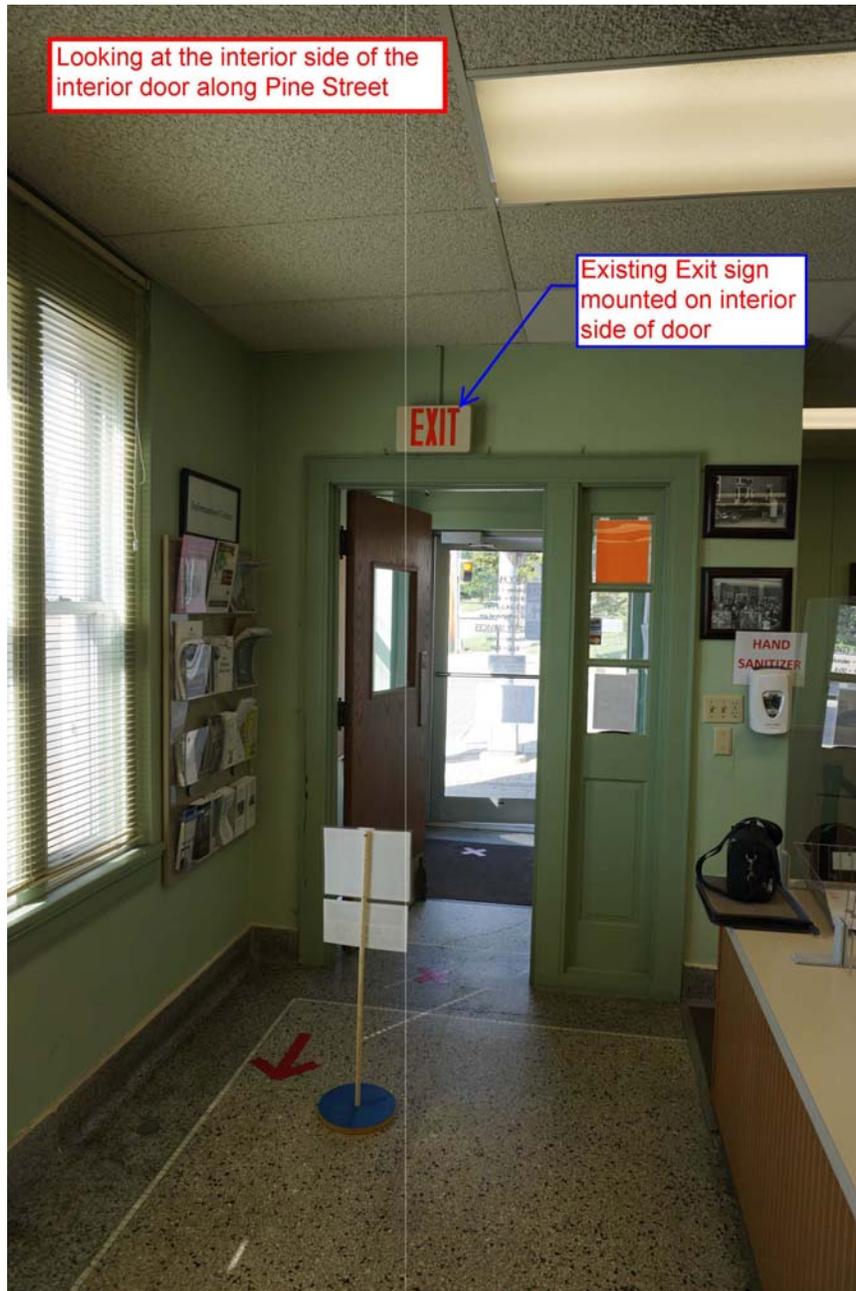


Image 2



Image 3



Looking at the interior side of the interior door along Pine Street

Existing Exit sign mounted on interior side of door

Image 4



September 1, 2020

City of Burlington CDBG Program

Project: Fire Department ADA Restroom

Project Location: 165 West Washington Street

Arch. Project #: 20011_03

Project Statement

To update a non-ADA compliant restroom at the Fire Department. This restroom consists of one partitioned water closet, one privacy screened urinal and a single lavatory.

Scope of Work

- Hazardous Material Survey, Sampling, Testing.
- Hazardous Material Abatement – As required
- Demolition of existing partitioning, repair mounting holes in finish surfaces left by the partitions.
- Remove existing in floor type urinal, privacy screen and all piping associated with it. Repair or replace wall and floor finish surfaces.
- Remove existing lavatory and associated accessories. Repair mounting and piping holes in finish surfaces left by lavatory.
- New wheelchair accessible toilet compartment partition walls with minimum 32” outward swinging door. Reuse existing partition if applicable.
- New Bobrick B-5806 series wall mounted grab bars or equivalent on toilet side wall and back wall.
- New Bobrick B-2888 Surface Mounted Multi-Roll Toilet Tissue Dispenser or equivalent mounted on toilet side wall. Reuse existing if appropriate.
- Relocate all plumbing for urinal (wall mounted) and lavatory.
- Install new wall mounted urinal and all associated piping.
- Install new wall mounted privacy screen for urinal.
- Install new wall mounted lavatory and accessories associated with it. Reuse existing if applicable.
- Wall switches and outlet may need to be moved.



Image 1



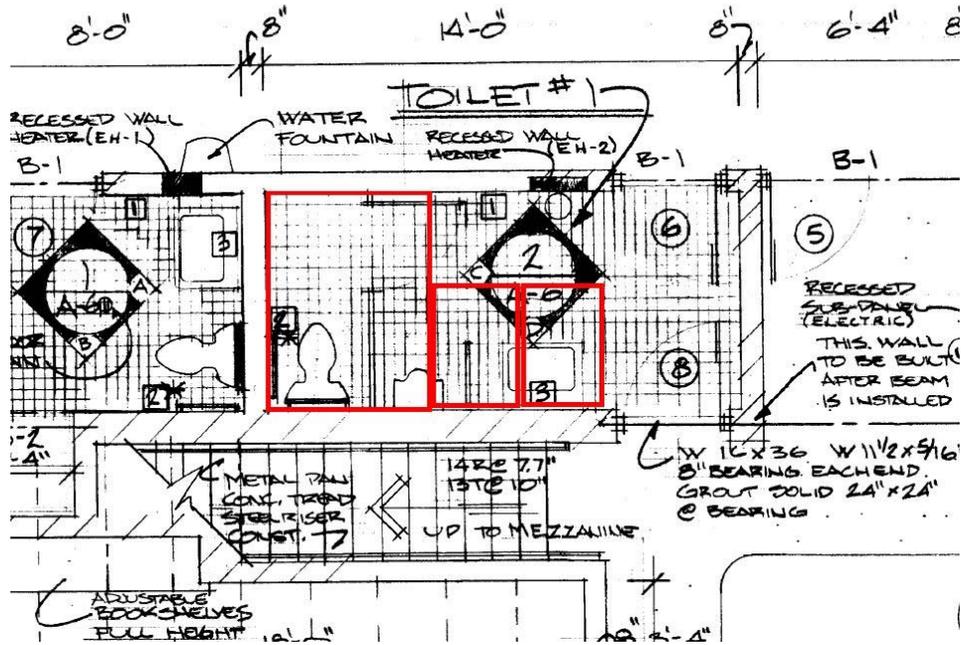
Image 2



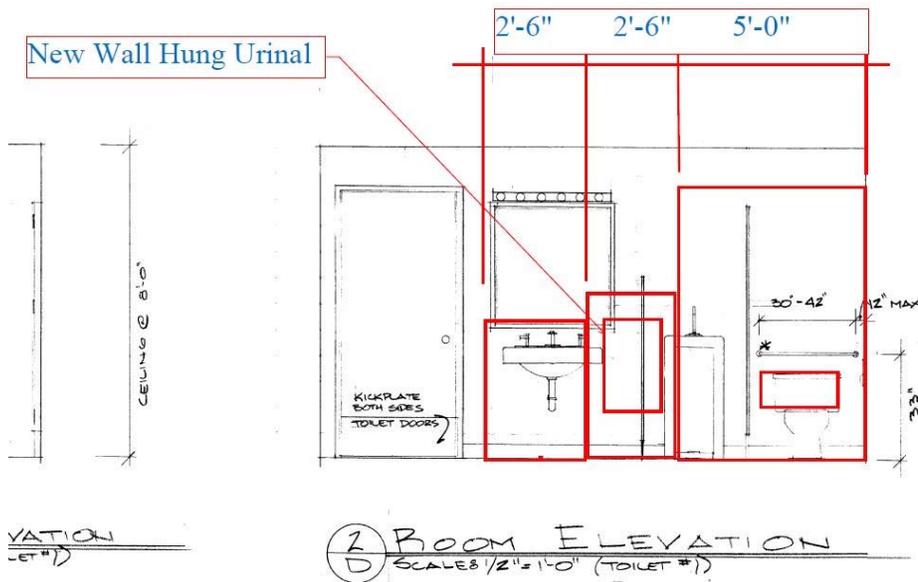
Image 3



Image 4



ADA Compliant Restroom Plan Sketch



ADA Compliant Restroom Elevation Sketch



September 1, 2020

City of Burlington CDBG Program

Project: Library ADA Restrooms

Project Location: 166 East Jefferson Street

Arch. Project #: 20011_04

Project Statement

To update non-ADA compliant restrooms. There is currently a total of four restrooms in the library, none of which meet current ADA requirements. Two Restrooms are on the main level, one on either side of the entrance vestibule that faces North Pine Street.

The Men's Restroom consists of one partitioned water closet, one privacy screened urinal and a single lavatory. The Women's Restroom consists of two partitioned water closets and one lavatory.

The two restrooms in the Existing Basement are located down the hall to the right as one descends the main staircase. The Men's Restroom consists of a partitioned water closet, two urinals and one lavatory. The Women's Restroom consists of two partitioned water closets and one lavatory.

Scope of Work

Due to the age of the facility and the last know remodeling and updates an Environmental Review of the in-place building products is warranted.

▪ **First Floor Men's Restroom**

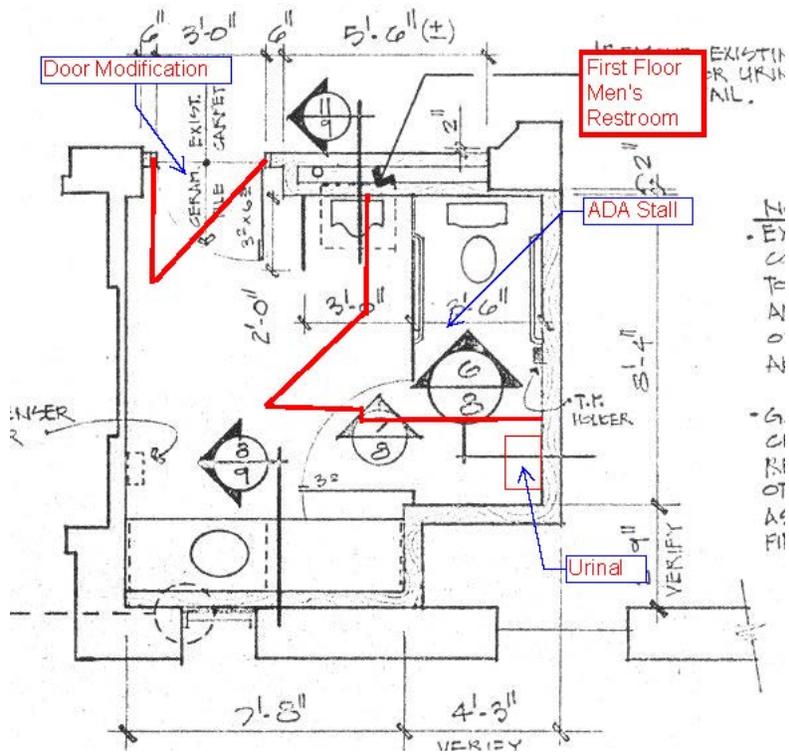
- Hazardous Material Survey, Sampling, Testing – due to the age of the facility, testing maybe required unless testing report is on file.
- Hazardous Material Abatement – As required
- Demolition of existing partitioning, repair mounting holes in finish surfaces left by the partitions, if determine we will be keeping finishes intact. Otherwise total finish demolition will be suggested and new current finished selected bas on the condition of substrates.
- Remove and relocate existing urinal to north corner of restroom. Remove all piping associated with urinal and replace with new. Repair or replace finish wall surfaces, if keeping finishes intact. Recommend all new finishes!
- Fur out sidewall of existing floor mounted toilet or reposition the exiting toilet to bring centerline of toilet within the required 16"-18" range as required by code and ADA. Provide blocking for all required accessories, Grab Bars, Partitions, other. Grab bar details available upon request.
- New Bobrick B-5806 series wall mounted grab bars or equivalent on toilet side wall and back wall.
- New Bobrick B-2888 Surface Mounted Multi-Roll Toilet Tissue Dispenser or equivalent mounted on toilet side wall. Reuse existing if appropriate.

- New wheelchair accessible toilet compartment partition walls with minimum 32” outward swinging door.
 - Replace or reinstall existing baby changing station.
 - Existing door to be re-hinged and remounted to swing in the opposite direction. Currently it swings in and towards urinal. It should swing in and towards south wall.
- **First Floor Women’s Restroom**
- Hazardous Material Survey, Sampling, Testing – due to the age of the facility, testing may be required unless testing report is on file.
 - Hazardous Material Abatement - As required
 - Demolition of existing partitioning, repair mounting holes in finish surfaces left by the partitions, if keeping finishes intact. Otherwise total finish demolition will be suggested and new current finished selected bas on the condition of substrates.
 - Remove and relocate existing toilet nearest door to south east corner of restroom. Remove all piping associated with toilet and replace with new. Consult an engineer for coring through existing cast-in-place concrete floor. Repair or replace finish wall and floor surfaces, if keeping finishes intact. Recommend all new finishes!
 - Fur out sidewall of existing floor mounted toilet to bring centerline of toilet within the required 16-18” range. Provide blocking for all required accessories.
 - New Bobrick B-5806 series wall mounted grab bars or equivalent on toilet side wall and back wall.
 - New Bobrick B-2888 Surface Mounted Multi-Roll Toilet Tissue Dispenser or equivalent mounted on toilet side wall. Reuse existing if appropriate.
 - New Bobrick B-270 Surface Mounted Sanitary Napkin Disposal or equivalent mounted to toilet side wall. Reuse existing if appropriate.
 - New wheelchair accessible toilet compartment partition walls with minimum 32” outward swinging door.
 - New conventional compartment partition walls (for relocated toilet) with minimum 32” inward swinging door.
 - Replace or reinstall existing baby changing station.
 - Existing door to be re-hinged and remounted to swing in the opposite direction. Currently it swings in and towards toilets. It should swing in and towards north wall.

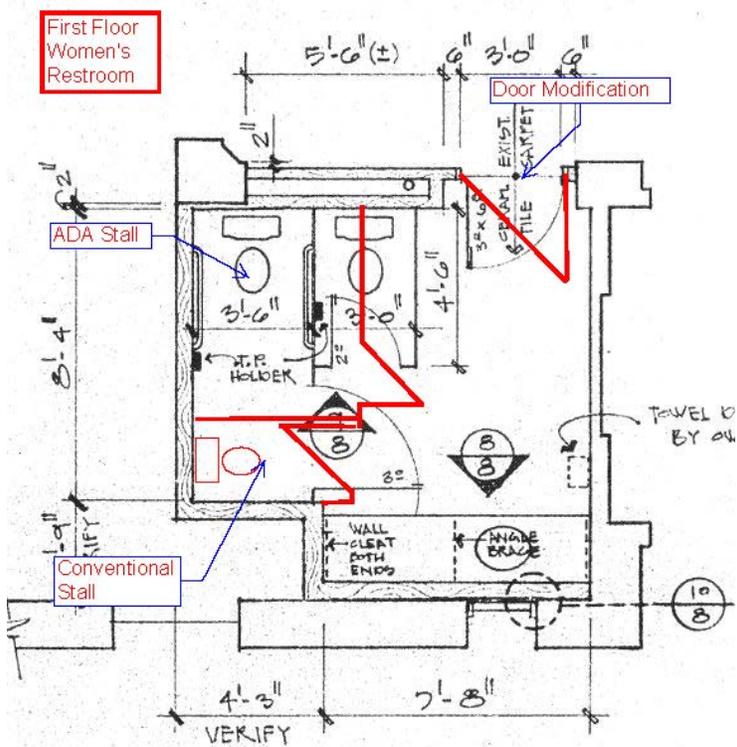
Basement Toilet Rooms

- **Basement Level Men’s Restroom** (if elevator is to be installed to basement level)
- Remove existing drop ceiling and replace with new moisture resistant drop ceiling.
 - Remove existing block partition walls. Repair or replace finish floor surfaces.
 - Remove existing urinals and all piping associated with urinals. Repair or replace finish wall and floor surfaces.
 - Remove existing lavatories and all piping associated with lavatories.
 - New Bobrick B-5806 series wall mounted grab bars or equivalent on toilet side wall and back wall.

- New Bobrick B-2888 Surface Mounted Multi-Roll Toilet Tissue Dispenser or equivalent mounted on toilet side wall. Reuse existing if appropriate.
 - New wheelchair accessible toilet compartment partition walls with minimum 32” inward swinging door.
 - New ADA stall type urinal placed adjacent to accessible toilet compartment. Trenching new sanitary sewer lines will have to be done. Repair or replace floor finish surfaces. New privacy screen mounted to wall.
 - New lavatory installed in previous urinal location.
 - Replace or reinstall existing baby changing station.
 - Existing door to be widened. Minimum 36” Door required clear 34” between opened door slab and opposite jamb. An engineer should be consulted for the modification of existing door opening.
 - Existing door swing to be changed to swing in towards stairwell.
- **Basement Level Women’s Restroom** (if elevator is to be installed to basement level)
 - Remove existing drop ceiling and replace with new moisture resistant drop ceiling.
 - Remove existing block partition walls. Repair or replace finish floor surfaces.
 - Remove existing toilet nearest to the door and all piping associated with that toilet. Repair or replace finish wall and floor surfaces.
 - Remove existing lavatories and all piping associated with lavatories.
 - New Bobrick B-5806 series wall mounted grab bars or equivalent on toilet side wall and back wall.
 - New Bobrick B-2888 Surface Mounted Multi-Roll Toilet Tissue Dispenser or equivalent mounted on toilet side wall. Reuse existing if appropriate.
 - New Bobrick B-270 Surface Mounted Sanitary Napkin Disposal or equivalent mounted to toilet side wall. Reuse existing if appropriate.
 - New wheelchair accessible toilet compartment partition walls with minimum 32” inward swinging door.
 - Relocate second toilet adjacent to new accessible toilet compartment. Trenching sanitary sewer lines will need to be done. Repair or replace floor finish surfaces.
 - New conventional compartment partition walls (for relocated toilet) with minimum 32” inward swinging door.
 - New lavatory installed in previous counter location.
 - Replace or reinstall existing baby changing station.
 - Existing door to be widened. Minimum 36” Door required clear 34” between opened door slab and opposite jamb. An engineer would be consulted for the modification of existing door opening.
 - Existing door swing to be changed to swing in towards foundation wall.



First Floor Men's Restroom Sketch



First Floor Women's Restroom Sketch



Image 1



Image 2



Image 3



Image 4



Image 5



Image 6

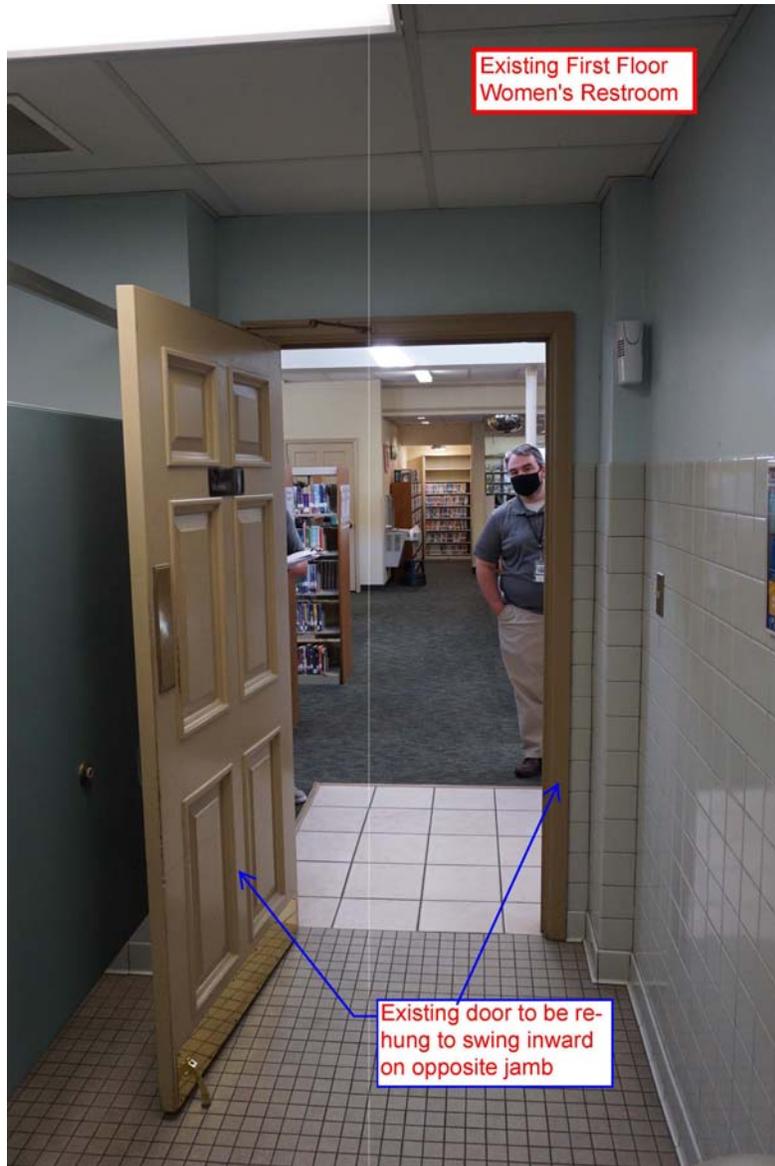
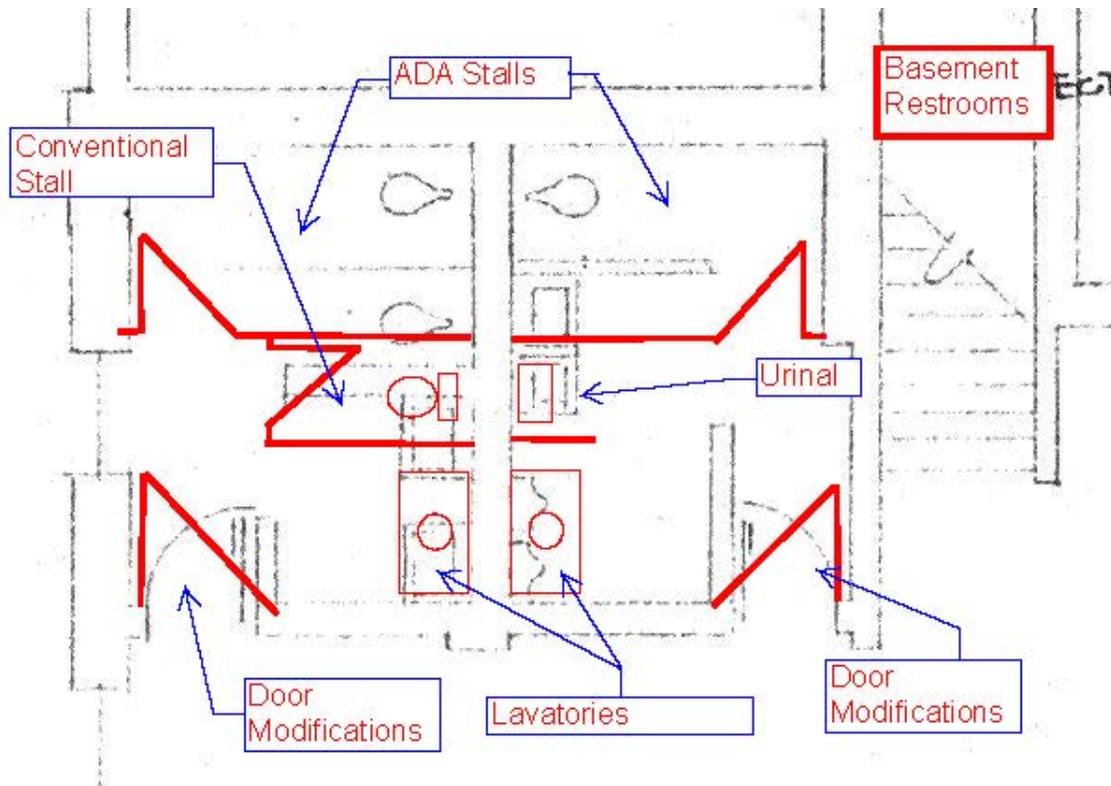


Image 7



Basement Restrooms Sketch



Image 8



Image 9



Image 10



Existing Basement
Women's Restroom

Existing doorway to
be enlarged and
door hung on
opposite jamb
swinging inward

Image 11

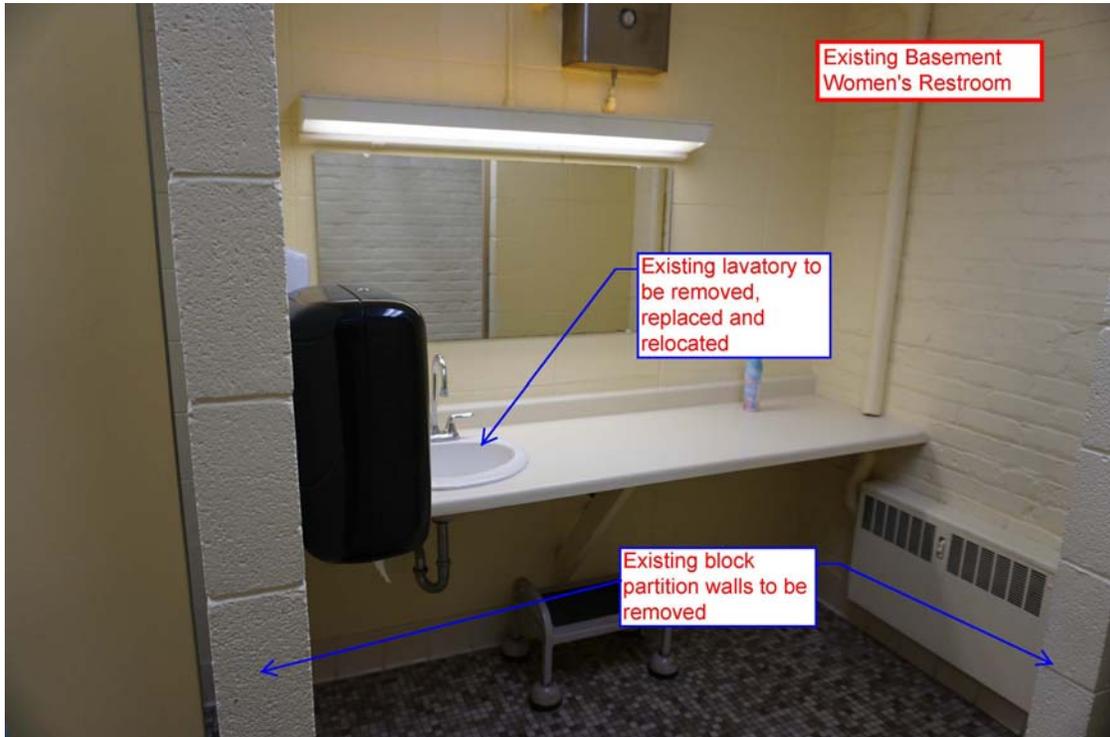


Image 12



Image 13



September 1, 2020

City of Burlington CDBG Program

Project: Library Elevator

Project Location: 166 East Jefferson Street

Arch. Project #: 20011_05

Project Statement

To retrofit a New Elevator into the existing Library building for ADA accessibility. First Option to connect the first and second floor with the basement which is currently only accessible by stairs.

Scope of Work

- Hazardous Material Survey, Sampling, Testing – due to the age of the facility
- Hazardous Material Abatement – if required
- Elevator will require a pit 5’-0” deep, and Mechanical Equipment Room. Depending on the Elevator Type Selected, size of shaft, pit and equipment room will vary!
 - Will require saw cutting existing concrete floor in basement and digging down 5’-0” + for the pit and footings for the shaft depending upon requirements of the chosen elevator.
- Elevator sump pump is required (location to be determined). Depending upon the water table additional efforts may be needed to remove water from around pit area.
- Shoring and cutting of a hole through existing first and second floor at designated location.
 - Would require removing a portion of the original cast-in-place floor system Shoring will be need to determine the structural elements with the that slab.
- Modifications to the roof and ceiling systems for the Elevator cab mechanicals appx height 12’ to 13’ over run above the highest floor line of an elevator shaft.
- Fire rated shaft – Design and rating will need to be determined base on location and extent, two floors or three.
 - Footings for Pit and Shaft walls -WATERPROOFED – Note based on experience in a neighboring building.
 - Concrete slab at pit level
 - Poured Concrete below grade and block walls or shaft-walls above grade based on structural requirements and fire ratings
 - Elevator mechanicals for equipment room and shaft are required
 - Electrical for shaft as required repairing and restoring of effected surfaces (Floors, Walls, and Ceilings)
- Mechanical Room if required.
- Elevator – minimum inside car dimension per ADA = 51” D x 68” W with a 36” clear off-center door. Sizes and Configurations may change based on location, capacity and location constraints. Access point, one sided door access is advised.

- Type of Elevator based on height and soil and ground water will vary for manufacture to manufacturer Example “Schindler 3100 Gearless Elevator without a Machine Room or an Otis- Hydro Fit Elevator
- ADA Signage
- 2-way Communications – Telephone monitoring 24/7
- Tie in to building existing Smoke and Fire Alarms,
- Maintenance



Image 1

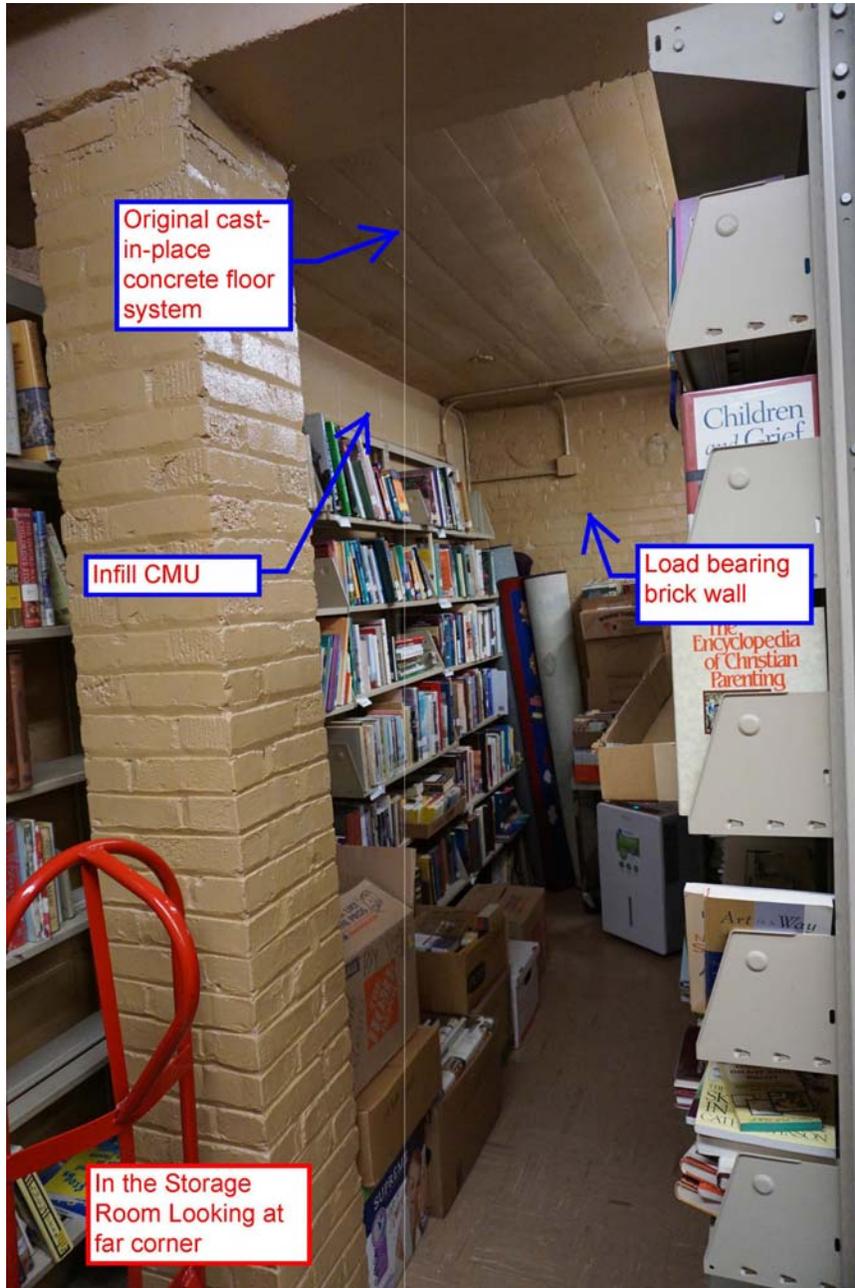


Image 2

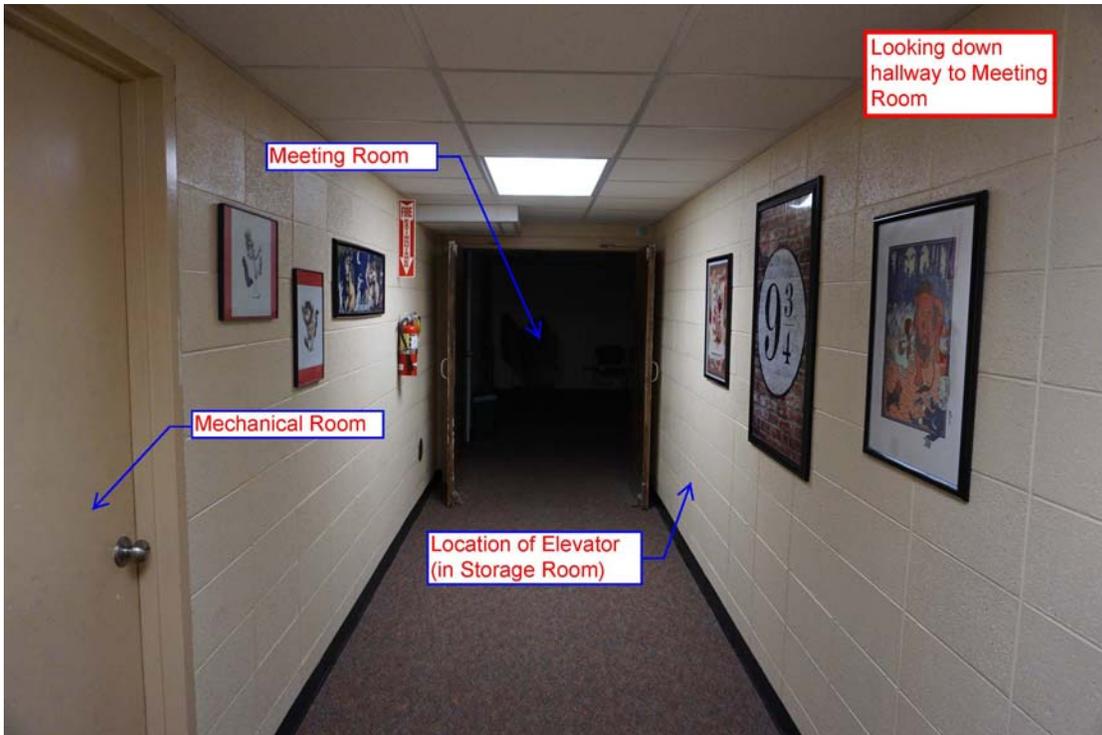


Image 3

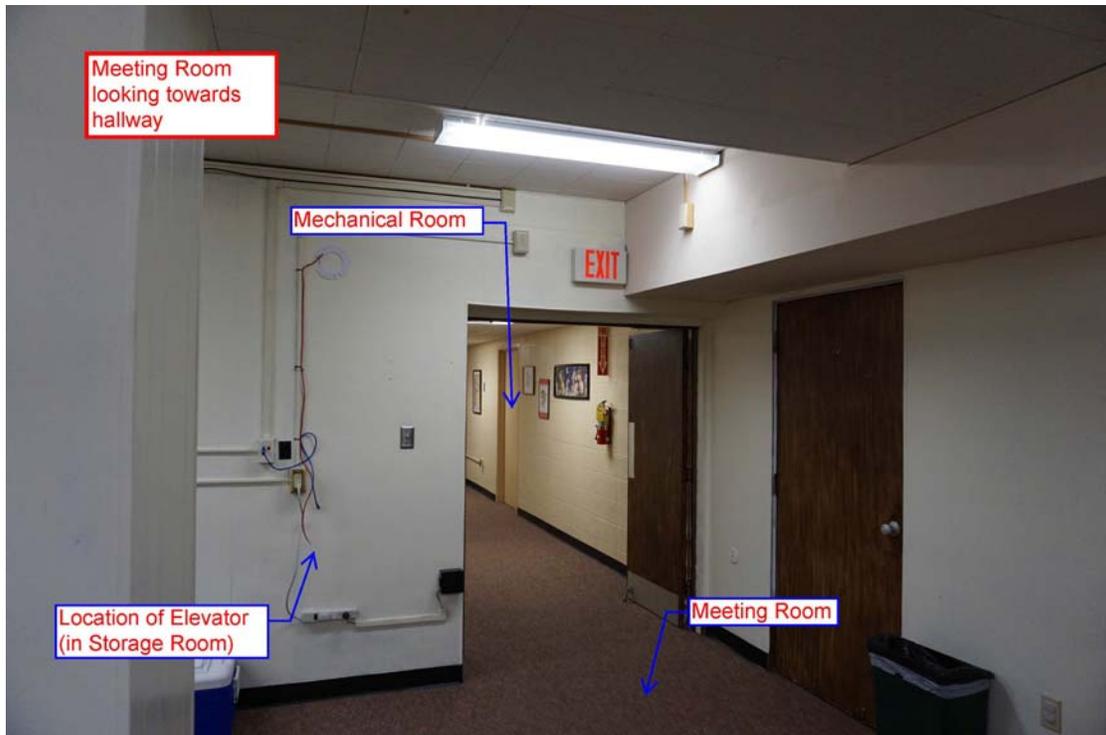


Image 4



Image 5



August 18, 2020

City of Burlington CDBG Program

Project: Municipal Court ADA Entry Doors

Project Location: 224 East Jefferson Street

Arch. Project #: 20011_06

Project Statement

To upgrade existing two pairs of entry doors on Jefferson Street with Automatic ADA swing operators and actuators. The existing pairs of double doors are 5'-6"+/- wide ((2) 2'-8" doors) which does not meet the ADA minimum clear opening width of 36" per leaf. Also, the existing dimension between the two pairs of doors is 5'-9 1/2" which is too close together to comply with the ADA two doors in a series minimum (vestibule will need at least 7' clear door to door assuming a 3'-0" door). One solution would be to replace each pair of doors with one ADA compliant door that swings out towards police station exterior wall with a single side light. In order to meet the doors in a series requirement, the interior door will have to be moved into the court room by about 1'-6" to 2'-0". This would extend the Vestibule into the Court Room.

Scope of Work

- Hazardous Material Survey, Sampling, Testing (Floor tile?)
- Hazardous Material Abatement
- Demolition of existing double doors and transoms.
- Remove the necessary drop ceiling tiles and grid in preparation of new walls.
- New block wall to be built in the court room, floor to deck above, to allow adequate space in new vestibule. Prime and paint two coats. Or prime and new vinyl wall covers. Match existing floor finishes of the court room and Vestibule as appropriate.
- Repair or replace finish ceiling and floor finishes as needed.
- Relocate existing Exit signage.
- Two new ADA complaint aluminum store front doors 36" with sidelights and transoms to match existing exterior opening and new interior opening.
- Two new Stanley Magic-Access Low-Energy Swing Operators and Actuators or equivalent are to be installed one at each of the entry doors. Operators to mount on interior side of both doors.
- Two actuators will need to be mounted per door, one on either side of door in a location and height that meets ADA code.
- A power source will need to be located near door operators.

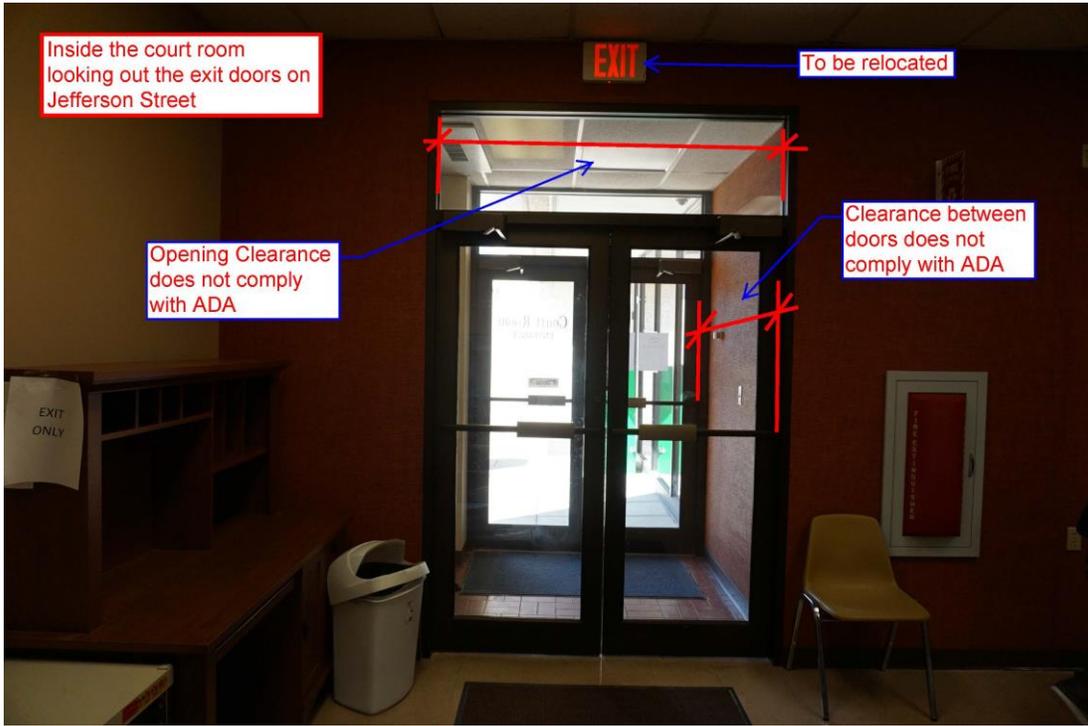


Image 1

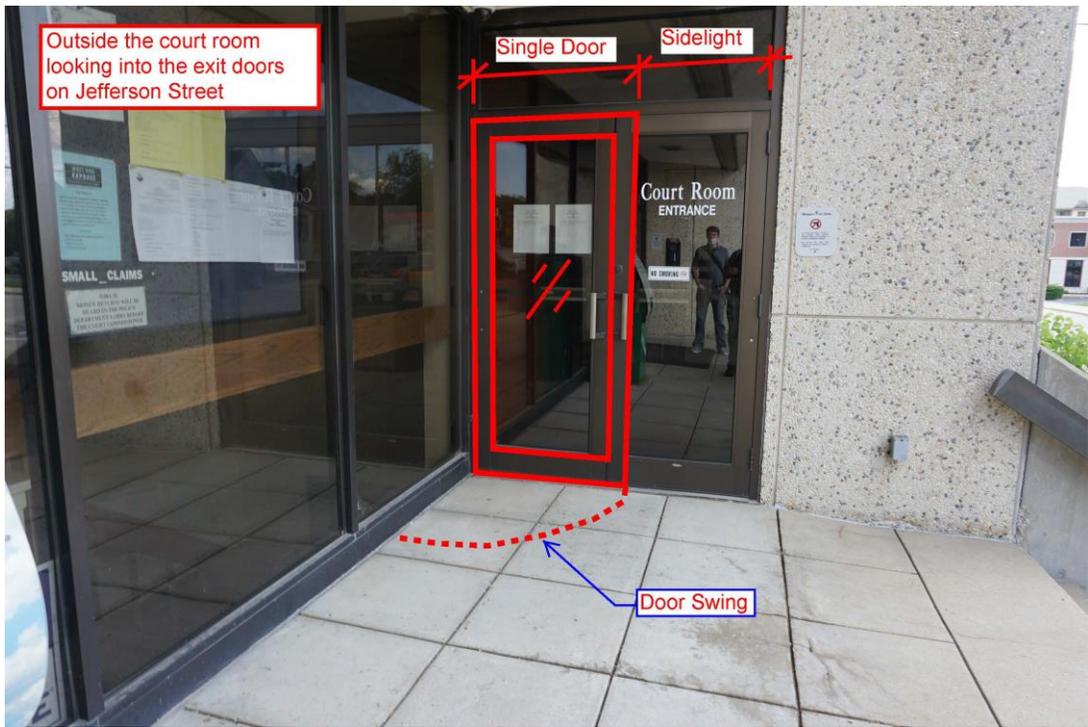


Image 2



August 18, 2020

City of Burlington CDBG Program

Project: Police Station ADA Restrooms

Project Location: 224 East Jefferson Street

Arch. Project #: 20011_08

Project Statement

To convert the existing public restrooms in the lobby of the Police Station into ADA compliant restrooms. Currently there are two single restrooms, one Men's and one Women's. Both consist of a floor mounted toilet, a wall mounted lavatory and various accessories such as paper and soap dispensers. The floors are tiled and the walls are primed and painted concrete block.

The existing interior dimensions of each restroom is 66" from wall with door to opposite wall and 58" from wall with toilet to opposite wall. Which is substandard ADA.

The smallest ADA compliant restroom is about 6'-6" x 7'-6" and we believe there are two options to make (2) ADA complaint restrooms fit in the existing public restroom location. Our first concern is the distance between the existing courtroom door and the wall of the restroom. This currently measures 31" and ADA requires 18" minimum for maneuvering clearances. This would allow us to expand the restrooms by 13" which gives us an ADA compliant 79" clear inside of the restrooms, assuming similar wall thickness. In the other direction we would need to expand about 5'-0" beyond the location of the existing wall nearest the lobby entrance vestibule. This would result in having to modify or remove (2) of the existing glass wall sections overlooking the adjacent stairwell. Alternatively, we can replace the existing courtroom door with an opposite swinging door which would allow us to expand the restrooms to within 6" or so of the courtroom door. This would give us the ADA compliant dimension of 91" clear inside of restroom, assuming similar wall thickness. In the other direction we would need to expand about 3'-0" beyond the location of the existing wall nearest the lobby entrance vestibule. This would result in only having to modify (1) of the existing glass wall sections overlooking the adjacent stairwell.

Scope of Work

- Hazardous Material Survey, Sampling, Testing
- Hazardous Material Abatement
- Demolition of all existing restroom walls, ceilings, floors, fixtures, drinking fountain, lobby ceiling, etc.
- Core the required holes for a toilet waste line, water line, lavatory drain line and water lines.
- Installation of all waste piping needed for two toilets and two lavatories.
- Installation of all water supply piping needed for two toilets and two lavatories.
- New restroom walls consisting of CMU construction, prime and paint two coats.
- (2) New 36" doors with appropriate hardware.
- Slip resistant floor surface and base.

- New moisture resistant ceiling.
- Installation of required electrical wiring and receptacles.
- Installation of required HVAC ducting and venting.
- New drinking fountain.
- (2) New accessible toilet fixtures.
- (2) New ADA compliant lavatories.
- (2) New mirrors.
- (2) New 18” Vertical Grab Bars.
- (2) New 36” Horizontal Grab Bars.
- (2) New 42” Horizontal Grab Bars.
- (2) New Surface Mounted Toilet Tissue Dispenser.
- (2) New Soap Dispensers.
- (2) New Paper Towel Dispensers.
- Sanitary Napkin Disposal.
- Signage.
- Lobby Drop Ceiling Repair
- Modifications to Glass wall section(s)
- Modifications to Courtroom door, if needed.

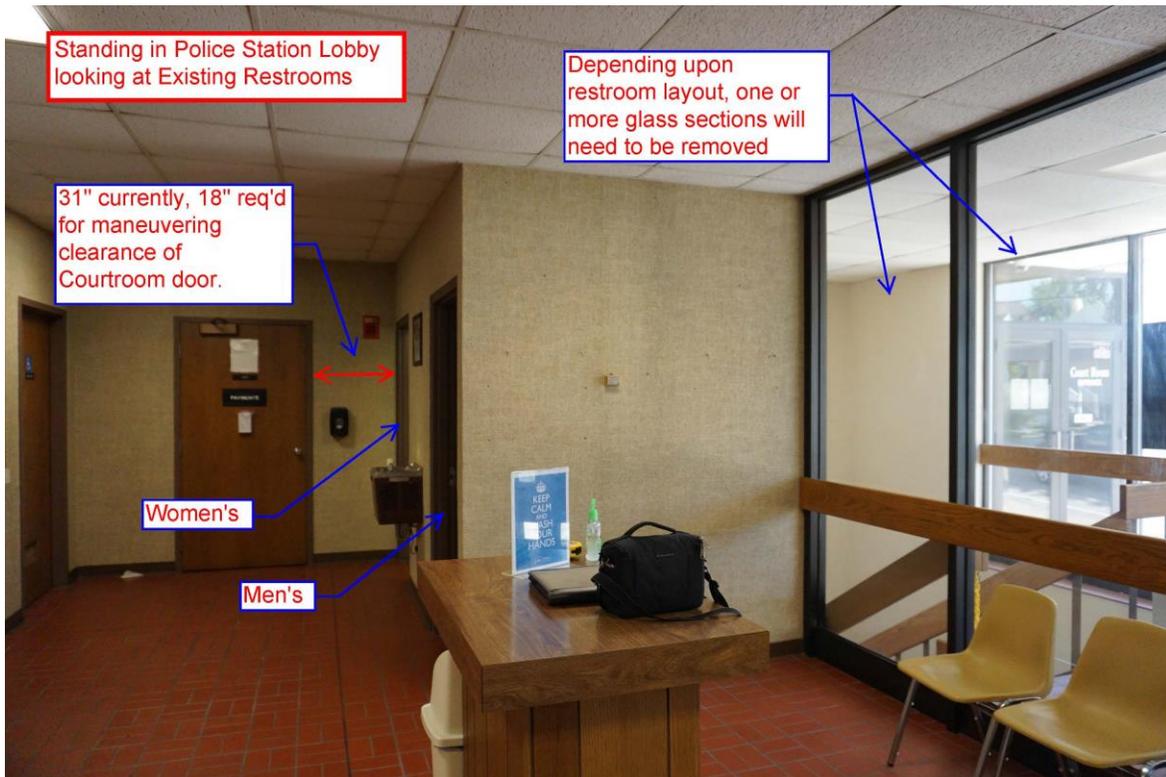


Image 1



Existing Women's Lavatory Area
(Men's similar)

Image 2



Looking into Existing
Women's Restroom

Image 3



Image 4

August 18, 2020

City of Burlington CDBG Program
Project: Police Station ADA Entry Doors
Project Location: 224 East Jefferson Street
Arch. Project #: 20011_08

Project Statement

To retrofit the Police Station's existing public entry door systems on Jefferson Street with ADA complaint automatic door swing operators and actuators.

Scope of Work

- Two new Stanley Magic-Access Low-Energy Swing Operators and Actuators or equivalent are to be installed, one at each of the entry doors/frame assemblies on the Jefferson Street side of the Police Station. The exterior door is a 6'-0" wide ((2) 3'-0" doors) and the interior is a 3'-6" single swing door.
- Preferred location to mount the operator would be on the interior side of doors. Exterior pair of doors only the left-hand door leaf as viewed from outside (see Image 2) will need automatic swing operator.
- A new electrical source will need to be located near the two operators.
- Two actuators will need to be mounted per door, one on either side of door in a location and height that meets ADA code.



Image 1



Image 2



August 18, 2020

City of Burlington CDBG Program

Project: Police Station Elevator

Project Location: 224 East Jefferson Street

Arch. Project #: 20011_09

Project Statement

To replace the existing Non-conforming to ADA Standards -non-functioning (Flood Damage) elevator that connects the First Floor with Lower Level of the Safety Building/Police Station. The elevator was installed in the late 1970's and damaged by the flooding that occurred in Burlington back in 2017. The cab has been removed with only the running platform remaining, which is inoperative. It is our belief that a complete replacement with a ADA Standards for Accessible Design – and current Codes.

Scope of Work

- As seen in the pictures the elevator cab walls have been removed due to the water damage.
- It appears that the elevator pit has standing water. Diagnose and repair standing water issue.
 - After removal of existing system verify existing pump or pumps, replace with duplex pumps and controls, very required capacity, discharge location and size, and power connection to new standby generator of continuous operation.
- Elevator control unit seen in pictures is assumed to be in destroyed. Remove and replace with new Elevator Systems (dependent upon new elevator requirements).
- If new elevator is selected that does not require an equipment room such as: Schindler 3100 Gearless, Machine Room Less; or Otis Hydro Fit Elevator, then the existing Elevator Equipment Room may be converted to an Electrical Equipment or Storage Room with old obsolete systems removed. The current Controller, HVAC ductwork and radiator can be decommissioned and removed from the original the room. -Shown in the attached pictures-
- If machine room is required for elevator the current HVAC ductwork and radiator will need to be replaced.
- The damaged drywall Soffit in machine room ceiling must be repaired or replace to meet the required fire rating of the equipment room.
- ADA signals both visual and audible required to indicate car arrival and travel direction.
- Replace Control Boxes with New ADA conforming controls
- Hoist way signs required on both jambs of elevator doorway.
- Minimum size of elevator car equals 51” D x 68” W with 36” clear opening.
- Emergency communication system and 24/7 support.



Image 1



Image 2

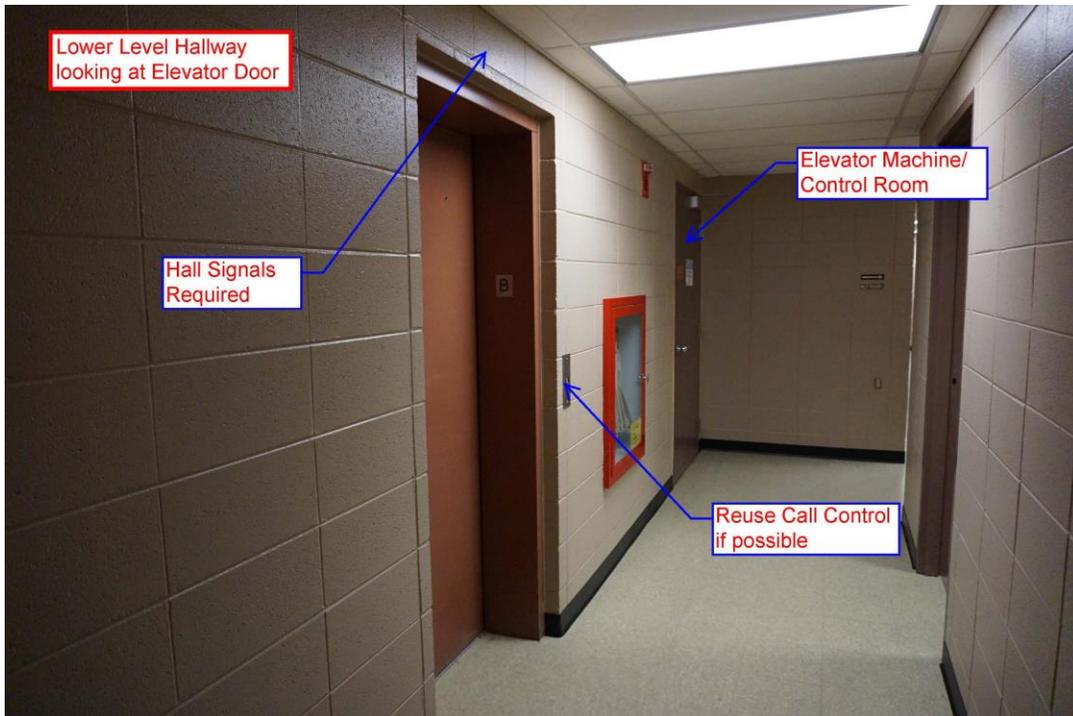


Image 3

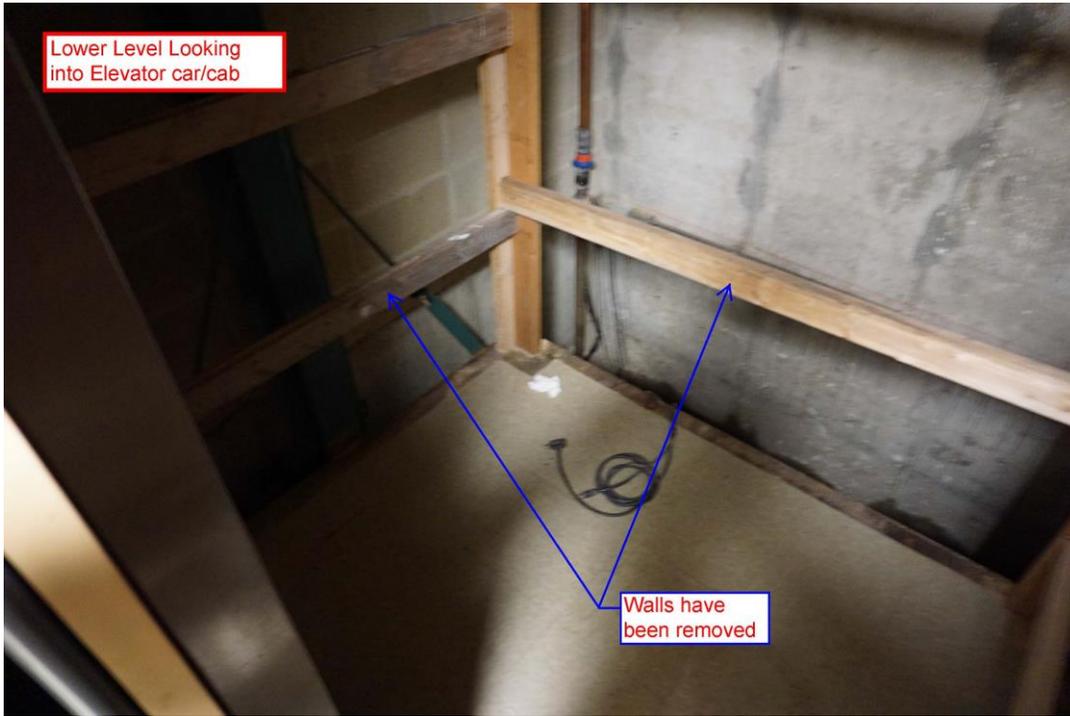


Image 4



Image 5



Image 6



Image 7



Image 8

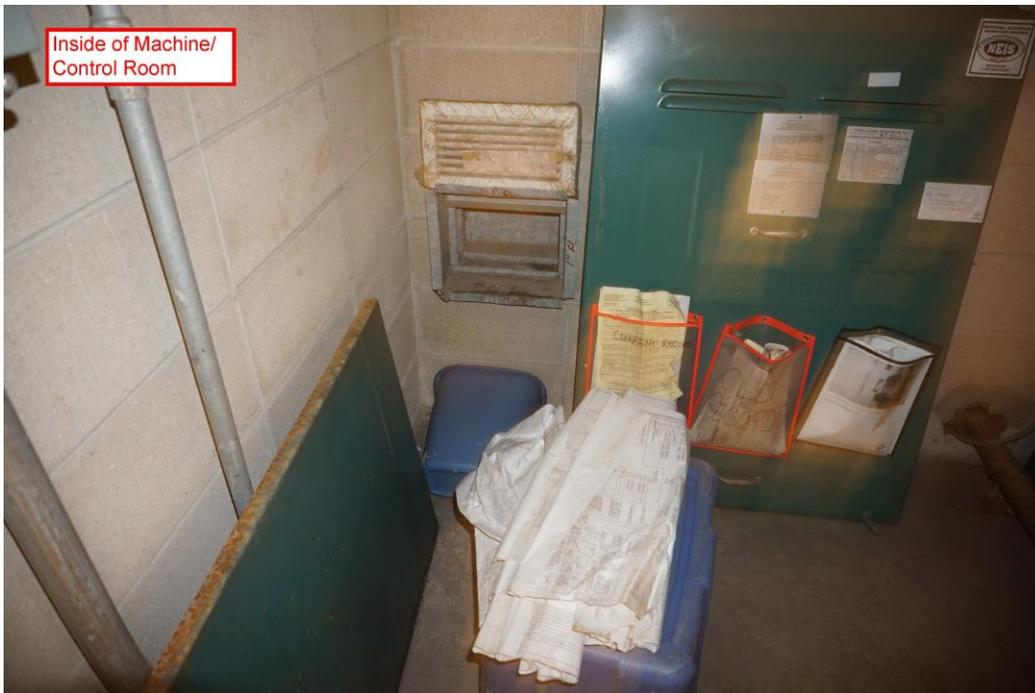


Image 9

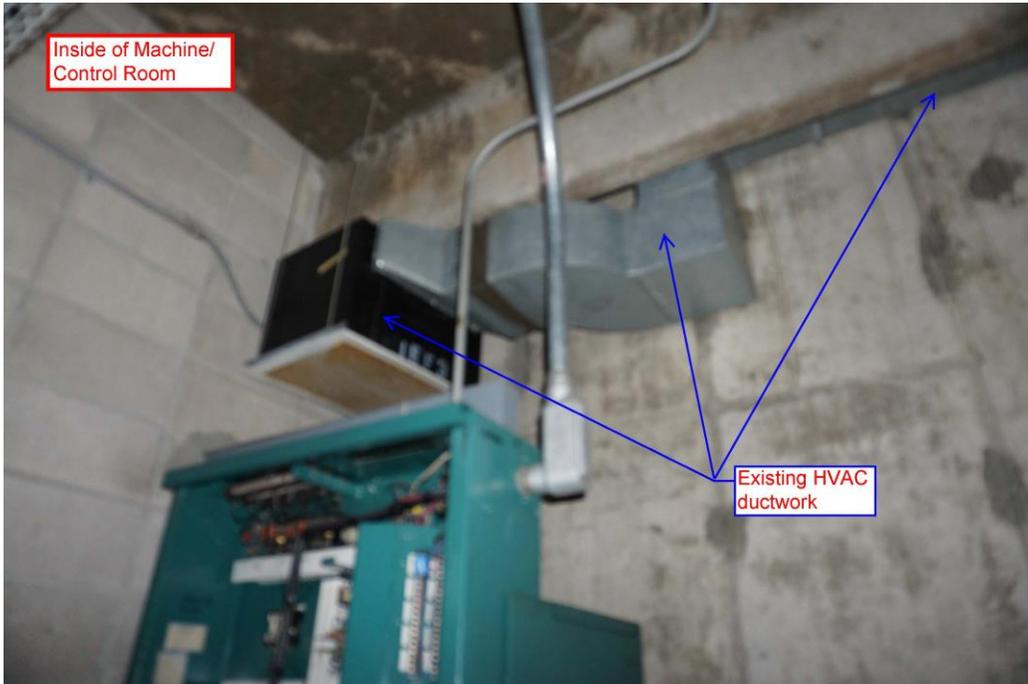


Image 10



Image 11



Image 12



August 26, 2020

City of Burlington CDBG Program

Project: Wagner Park Accessible Restrooms and Pathways

Project Location: 500 West Chestnut Street

Arch. Project #: 20011_10

Project Statement

To replace aged non-ADA compliant toilet facility. Work including the demolition of existing restroom structure at Wagner Park and to replace it with an ADA compliant men & women restrooms. Add accessible sidewalks to the playground area and to the new ADA compliant restroom from existing city sidewalk along West Chestnut Street. Add accessible landing area and ramp to new sidewalk from ADA parking stall.

Scope of Work

- Existing overhead electrical service from existing restroom to electrical pole at south end of park to be removed and later replaced with a new underground service to the new restroom structure. See Image 1.
- Existing sanitary sewer manhole to be inspected and determine if this will be adequate for the new sanitary requirements of the new restroom. Replace or repair as needed. See Image 2.
- Existing sanitary sewer lines from existing restroom to manhole to be removed and replace with new sanitary sewer lines appropriate to the new restroom.
- Existing water lateral lines from existing restroom to shutoff located near existing sidewalk to be removed and replaced with appropriate new water lines adequate for new restroom.
- Survey and test if needed for the presence of hazardous materials in existing restroom structure and remediate as deemed appropriate.
- Demolition of existing restroom structure which is approximately 16'L x 10'D x 11'H. The existing restroom is by visual inspection is determined to be constructed of CMU walls sheathed in plywood with a flat pitched roof all on concrete foundation. It has two restrooms; each restroom has one toilet and one sink. See Image 3.
- Geotechnical Report needed to determine appropriate footing system.
- Survey will be required that includes topography.
- A new restroom structure of approximately 18'L x 11'W x 10'H will be adequate for (2) ADA compliant toilet rooms with sink, a mechanical room and covered stoop area. To be built in a similar location and orientation as existing. Building construction to be similar to facility on Congress Street. Structure is to be a seasonal structure not to be used in the winter. No security cameras needed.
- New accessible paths and walkways to connect existing city sidewalk to play area and new restroom facility and accessible landing zone. See Images 4, 5 & 6.
- Modify existing curb and gutter to include an ADA accessible landing area parallel to the existing first parking stall on the north side of West Chestnut as one would approach the park from the east.

- Excavate and remove the earth in preparation for new landing zone.
- Gravel base as needed for curb and gutter, landing zone and ADA ramp up to new sidewalk.
- Curb and gutter and landing zone to be pitched in such a way as to not allow standing water. Civil engineer should be consulted to ensure the proper design.
- ADA compliant ramp from landing zone up to new sidewalk with flared sides (depending upon final design). Ramp to include detectable warning mat per ADA standards.
- Depending upon final landing zone/sidewalk design the existing Wagner Park sign may need to be relocated or replaced.
- Stripping of ADA landing zone and ADA symbol in parking stall.
- ADA signage for parking stall.

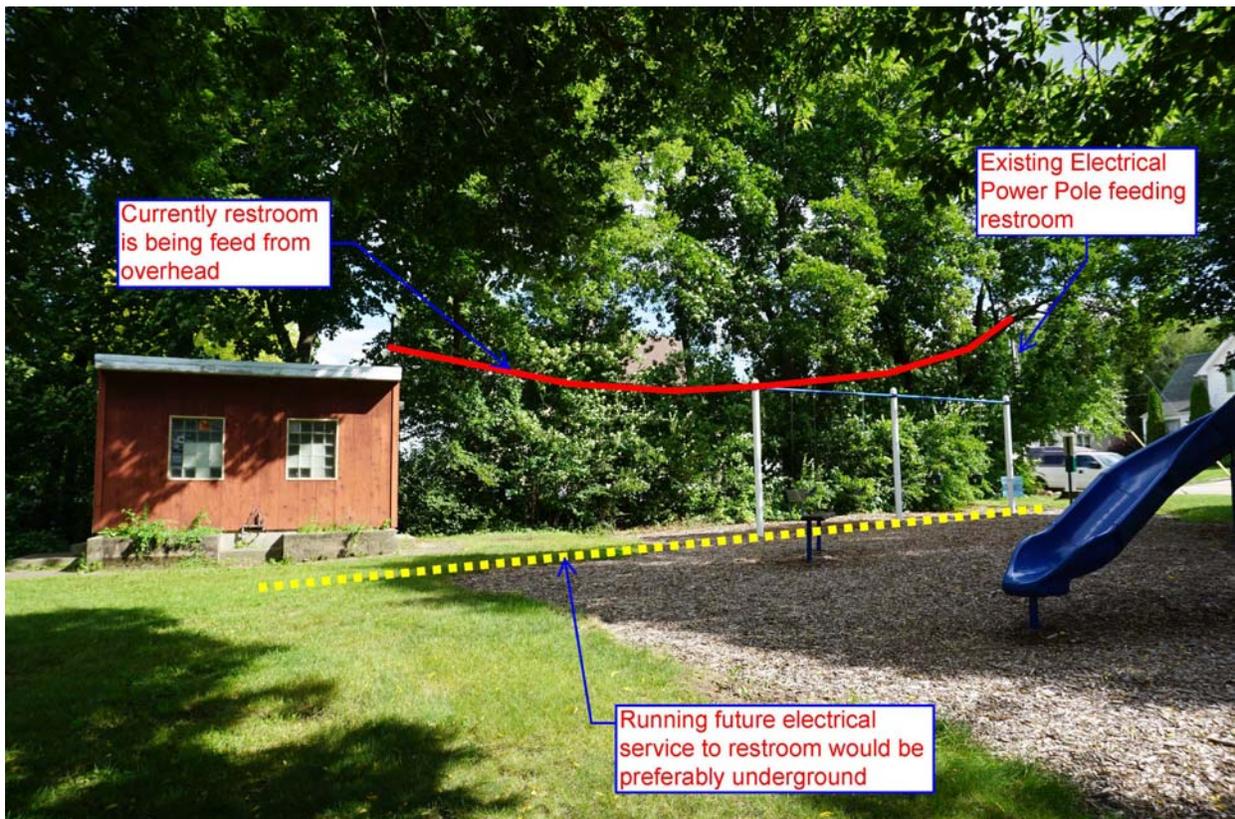


Image 1

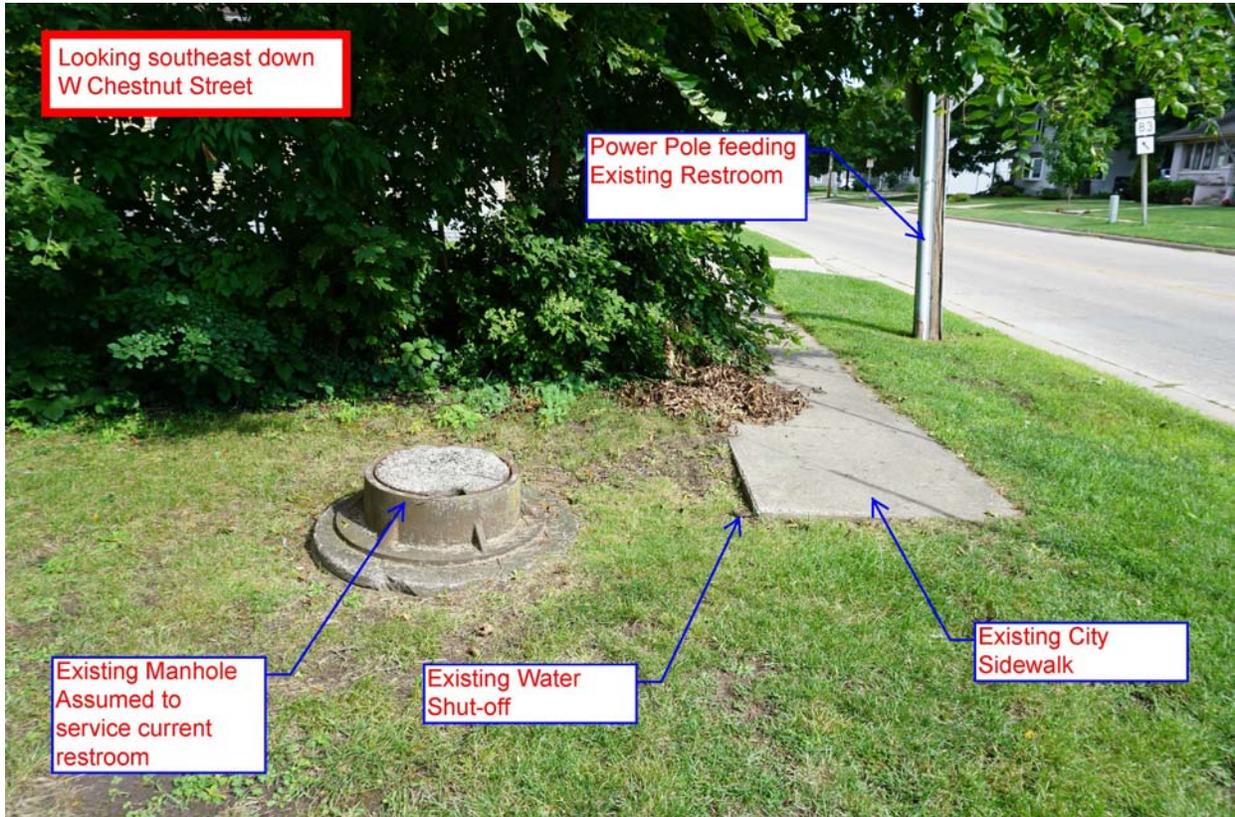


Image 2

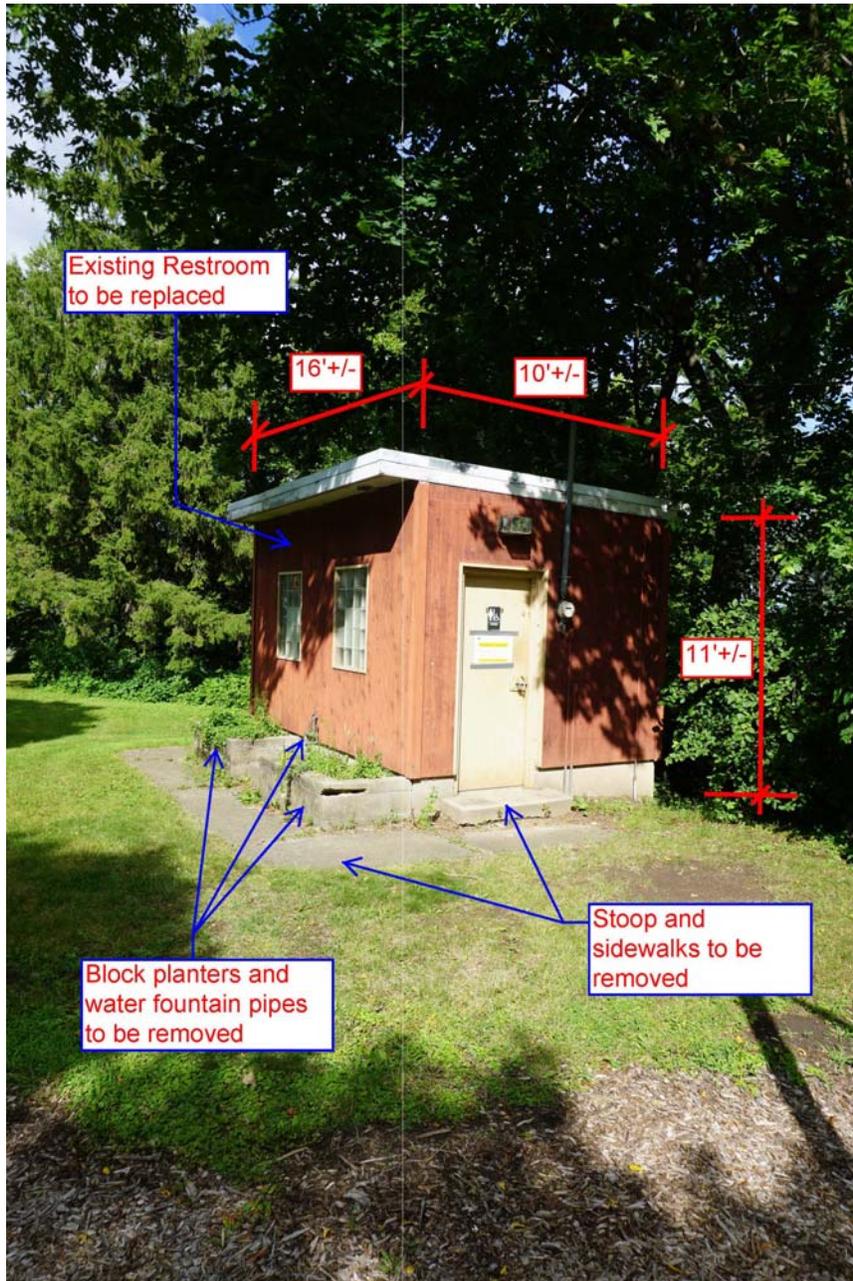


Image 3

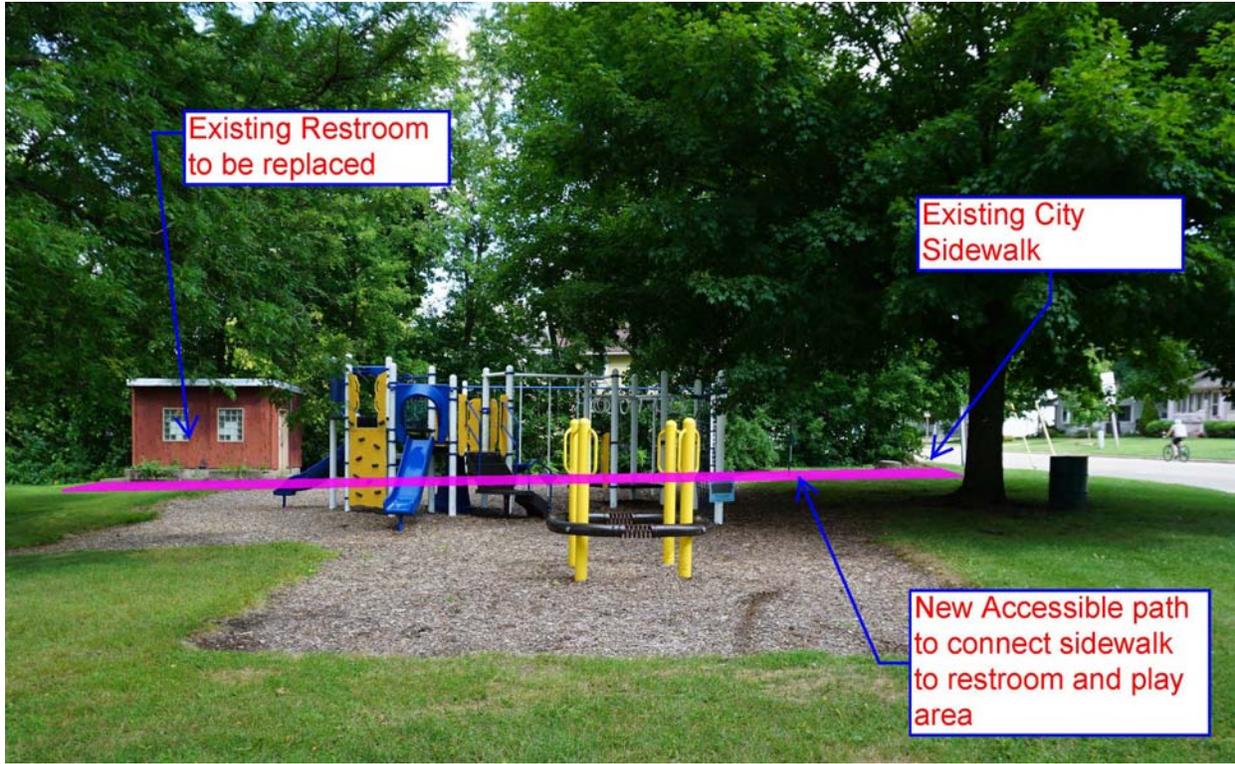


Image 4



Image 5

September 1, 2020

City of Burlington CDBG Program

Project: Senior Center Improvements

Project Location: 587 East State Street

Project Statement

In May of 2017 PSG submitted a Property Inspection Report it had prepared for the City of Burlington for the above referenced property. That Report identified a number of areas of improvement along with cost projections for those improvements. The City selected a number of those improvements to implement. At this time, The City is contemplating completing improvements in that Report not yet addressed. Those improvements are outlined in the Scope of Work below.

Scope of Work

- **Exterior Shell & Doors**
Perform masonry tuckpointing, replace failed glass block and broken windowpanes, fasten and paint existing fascia boards, replace rusting exterior doors and frames, and related caulking and painting.
- **Roofing**
The existing roofing is a built-up roofing system at the end of its useful life. Conduct a tear-off and complete replacement.
- **HVAC System**
Remove existing HVAC equipment and install new energy-efficient furnaces and air-conditioning equipment.
- **Asphalt Paving**
Provide repairs and replacement of asphalt paving, including restriping of lot, in areas depicted.



STATE OF WISCONSIN

Department of Administration



Community Development Block Grant CLOSE – Public Facilities (CDBG CL-PF)

Grant Application

Revised 04/17/2019



CDBG CL-PF PROGRAM CONTACT INFORMATION

Mailing Address: Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG CL-PF Applications
101 E. Wilson St., 6th Floor
P.O. Box 7970
Madison, WI 53707-7970

Telephone: David Pawlisch, Director
Bureau of Community Development
(608) 261-7538

Email: DOACDBG@wisconsin.gov

PLEASE NOTE:

CDBG CL-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: <https://doa.wi.gov/Pages/CDBGCLOSE.aspx>. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

**Wisconsin Department of Administration
Division of Energy, Housing and Community Resources**

**Community Development Block Grant CLOSE
Public Facilities (CDBG CL-PF)
Grant Application**

PART 1 - GRANT REQUEST		
Grant Request Amount: \$ 1,230,000	Other Funding, if applicable: \$	Total Project Cost: \$ 1,230,000
Project Scope: <input type="checkbox"/> Community-Wide <input checked="" type="checkbox"/> Neighborhood, District, or Site-Specific		
Project Title: City-Wide ADA Compliance Projects		
Brief Project Description: The City owns various property that are not ADA compliant. The Block Grant funding would bring various City- owned facilities into compliance.		
If Project receives CDBG funding: Project Begin Date (MMYY): <u> 3 </u> / <u> 2021 </u> Project Completion Date (MMYY): <u> 8 </u> / <u> 2022 </u>		

PART 2 - APPLICANT INFORMATION		
APPLICANT (Unit of General Local Government [UGLG]): <input checked="" type="checkbox"/>		Population: 10,806
UGLG Type: <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County	County: Racine	
Senate District #: 21	Assembly District #: 63	
Joint Application? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government):		
Chief Elected Official (CEO): Jeannie Hefty		Title: Mayor
Clerk: Diahnn Halbach		Title: City Clerk
Municipal Administrator: Carina Walters		Title: City Administrator
Treasurer/Finance Director: Steven DeQuaker		Title: Finance Director/Treasurer
UGLG Street Address: 300 N. Pine Street		
UGLG Mailing Address if different than above:		
City: Burlington	Zip: 53105	DUNS #: <u> 832377477 </u>
UGLG Phone: (262) <u> 342 </u> - 1161	UGLG Fax: (262) <u> 763 </u> - <u> 3474 </u>	FEIN: <u> 39-6005409 </u>
UGLG E-Mail: <u> burlington-wi.gov </u>		Clerk E-Mail: <u> dhalbach@burlington-wi.gov </u>
If the UGLG contracted with a third party to complete this application, please provide the contract amount for application preparation services: \$ <u> </u>		
Chief Elected Official's Signature:		Date:
Application Contact		
Name: Carina Walters		Title: City Administrator
Firm/Company/Entity: The City of Burlington		

Mailing Address: 300 N. Pine Street		
City: Burlington	State: WI	Zip: 53015
Phone: (262) 342 – 1161_	Fax: (262) __763_ – _3474_	E-Mail: cwalters@burlington-wi.gov

PART 3 - INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility. *Contact the Bureau of Community Development if any answer in this section is "No":*

Yes No

- 1. The Unit of General Local Government (UGLG) certifies that it is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- 2. UGLG's adopted *Citizen Participation Plan* is attached.
- 3. Documentation of the first public hearing notice, verifying that the notice was published in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice, is attached.
- 4. *Citizen Participation Public Hearing Certification* is attached.
- 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
- 6. *Authorizing Resolution to Submit CDBG Application* is attached.
- 7. *Statement of Assurances* is attached.
- 8. *Lobbying Certification* is attached.
- 9. *Potential Fair Housing Actions* checklist is attached.
- 10. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process **before** the UGLG can receive grant funds.
- 11. The UGLG acknowledges that if this project is funded, Professional Services for Grant Administration will be properly procured in compliance with Federal, State, and local requirements.
- 12. The UGLG understands that the contract for professional services is between the UGLG and the professional services provider; the State is **not** responsible or a part of that relationship.
- 13. The UGLG acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
- 14. The UGLG certifies it is not debarred from receiving federal grant funds.
- 15. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.

_____ **By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.**

Contact the Bureau of Community Development if any answer in this section is "No."

PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project benefit the entire community? Yes No
- How many total individuals will benefit from the project? 1,123
 - Of those who will benefit, how many individuals meet the qualification of LMI? 1,123
2. Which CDBG National Objective does your proposed project meet and which method(s) was/were used to demonstrate National Objective compliance? (Answer using the checkboxes below.)
- Benefit to Low- and Moderate-Income Persons
 - Area Benefit using HUD Local Government LMI Summary Data
(only for projects having community-wide benefit or having primary benefit to multiple entire communities)
 - Area Benefit using HUD Census Block LMI Summary Data
(only for projects with a service area that is coterminous with one or more census blocks)
 - Area Benefit using Income Survey Data
(for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - Area Benefit using combination of HUD LMI Summary Data and Income Survey Data
(for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)
 - Limited Clientele - HUD presumed group: Americans with Disabilities
(or if based on nature of project and location, provide justification below, and attach map detailing supporting information for service area)
 - Prevention/Elimination of Slum and Blight
 - Area Basis (Attach a completed Slum and Blight Certification Form and supporting documents including a map of service area)
 - Spot Basis (Attach a completed Slum and Blight Certification Form and supporting documents including a map of service area)
 - Urgent Local Need (ULN)

HUD's regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet **all** of the following criteria:

 1. Pose a serious and immediate threat to the health or welfare of the community; and
 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
 3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Please note: Additionally, HUD's guide to "*Meeting a National Objective*" states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify. Provide justification below.

For Urgent Local Need (ULN), briefly explain how the activity will alleviate conditions that:

1. Pose a serious and immediate threat to the health or welfare of the community; and
2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

(ULN Justification: Limit your narrative to one (1) page with not less than 11-point font.)

()

PART 5 – PROJECT DESCRIPTION NARRATIVE (2 Pages Max.)

1. Current condition of the problem:

The City of Burlington has several City-owned buildings/facilities and park locations that are not ADA compliant. The CDBG dollars would assist in bringing these buildings/ facilities into compliance; therefore, making accessibility into and/or around our buildings easier to navigate. These are not maintenance items.

2. Frequency with which the problem occurs:

Due to the lack of ADA compliance within various City owned buildings/ facilities and park locations individuals with disabilities are unable to utilize the facilities. As City buildings are not in compliance, we have made accommodations where possible to assist, i.e. curbside billing, voting etc.

3. Number of persons and/or households affected by the problem:

Unknown

4. Effect(s) of the problem if left untreated:

The City of Burlington is in the service of providing services, and these limitations hinder our ability to execute on our mission of providing excellent customer service for all persons.

5. Extent to which this proposed CDBG CL-PF project will address the problem:

By completing the much needed capital improvement work, the buildings will have ADA compliance that are open to the public.

6. Scope of work:

City Hall is in need of ADA compliant bathrooms and entry doors

The Fire Department is in need of a men's ADA bathroom

The Library is in need of an elevator and ADA compliant bathroom.

The Municipal Court is in need of ADA entry doors

The Police Department is in need of an elevator, ADA entry way and bathroom

Wagner Park Restroom is in need of demolition and rebuild an ADA compliant restroom and sidewalks with accessible paths.

7. Extent to which CDBG Close funding is needed to complete the project:

There are no Capital Dollars allocated to the above projects as limited general fund dollars are allocated to other priorities i.e. roads and equipment.

PART 6 – BUDGET AND OTHER MATCHING FUNDS

APPLICANT: City of Burlington

DATE: 8 / 1 / 2020

Required: Attach a detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) to verify the costs listed in the Budget below. Attach documentation of Matching Funds, if available.

Activity	CDBG Close Funds	Source(s) of Other Matching Funds			Total
		UGLG Funds	Other Public Funds	Private Funds	
Acquisition - Land					
Acquisition - Building					
Building Improvements	1,210,000				1,210,000
Center/Facility Construction					
Clearance - Site					
Curb and Gutter					
Electrical System Improvements					
Environmental Remediation					
Equipment					
Fire Station					
Relocation					
Sanitary Sewer					
Sidewalks	20,000				20,000
Storm Sewer					
Streets					
Wastewater Treatment Facility					
Water					
Fixtures					
Furnishings					
Engineering (match only)					
Administration					
Sub-Total(s):	1,230,000				1,230,000

Detailed Itemization of Project Costs is attached to this application: Yes No

Summarize the UGLG’s Match Funds* and other Public and Private sources of Match Funds* for the CDBG Project:

			CHECK ALL THAT APPLY:			<i>Supporting Documentation Included?</i>
Source:	Amount: \$	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded		
Source:	Amount: \$	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded		
Source:	Amount: \$	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded		
Source:	Amount: \$	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded		

**Report only other match funding sources that the UGLG intends to utilize/accept. If the UGLG reports on the CDBG application secured matching funds that it does not intend to utilize/accept for the CDBG project, receives a CDBG award, and then causes delay in the Grant Agreement execution process due to needing to secure alternative funding; then DEHCR may rescind the CDBG award.*

Provide a brief explanation for any funding source with an “Other” status: *(No more than a one-sentence narrative per source.)*
 (Insert Text Here.)

Do you anticipate using CDBG Close funds to pay for any Grant Administration services associated with this project?

Yes No

If yes, were the services (or will the services be) competitively procured in compliance with state and federal CDBG requirements?

Yes No

If no, were the services (or will the services be) secured in compliance with the local procurement policy?

Yes No

**PUBLIC FACILITIES APPLICATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST**

Topic	Documents	Required For All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP)	✓	<input checked="" type="checkbox"/>	
	2. Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice</i>)	✓	<input checked="" type="checkbox"/>	
	3. Citizen Participation Public Hearing Certification Form	✓	<input checked="" type="checkbox"/>	
	4. Public Hearing Meeting Minutes (<i>with the attendees listed in the Minutes or on a separate Sign-In Sheet provided</i>)	✓	<input checked="" type="checkbox"/>	
	5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits	✓	<input checked="" type="checkbox"/>	
Financial	6. Detailed Itemization of Project Costs (<i>including applicable supporting documentation for the Budget in Part 6 of this application</i>)	✓	<input checked="" type="checkbox"/>	
Service Area/ Income Survey	7. Map of Project Area (<i>with Service Area boundaries marked; and location of project site, if Plan will be for a specific site</i>)	✓	<input checked="" type="checkbox"/>	
	8. Demographic Profile Sheet of beneficiaries in Service Area (<i>must use form provided by DEHCR in the Application Attachments</i>)	✓	<input checked="" type="checkbox"/>	
	9. LMI Calculation Worksheet, if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMISD and income survey data were used to calculate the LMI percentage for the service area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	10. Map of Boundaries of Census Block(s) that make(s) up the Service Area, if HUD LMI Census Block data were used to determine the LMI percentage for the service area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	11. Map of Income Survey Area with survey area boundaries marked; residences surveyed marked; and responding, non-responding, and vacant residences marked or provided on a separate sheet (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	12. Income Survey Results Income Tabulation Form (<i>if applicable: see Appendix C in the Income Survey Guide</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	13. Income Survey Results Race/Ethnicity Tabulation Form (<i>if applicable: see Appendix C in the Income Survey Guide</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	14. Income Survey Form used to conduct the Income Survey (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	15. List of street addresses of service area/survey area including the associated mailing address(es), if different than street address(es) and the mailing address(es) was/were used to distribute the income survey(s) (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	16. List of other contact information associated with the addresses of residents surveyed, if methods other than mailing or door-to-door/in-person methods were used (e.g., telephone, email, etc.) (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
17. List of assigned survey numbers for income surveys distributed/conducted with the response data tracking for each (date(s) survey was distributed/conducted or attempts were made; date surveyed/response received; and family size, income, and race/ethnicity information for each) (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>	
18. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>	
Fair Housing	19. Potential Fair Housing Actions Checklist (<i>Specifying the three (3) actions that the local community will undertake</i>)	✓	<input checked="" type="checkbox"/>	
	20. Fair Housing Ordinance	✓	<input checked="" type="checkbox"/>	
Slum & Blight	21. Slum and Blight Certification (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	22. Slum and Blight supporting documentation (<i>for Area Basis only</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Acquisition / Relocation	23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	<input checked="" type="checkbox"/>	
	24. Acquisition/Relocation/Demolition Questionnaire	✓	<input checked="" type="checkbox"/>	
Other	25. Authorizing Resolution to Submit CDBG Close Application	✓	<input checked="" type="checkbox"/>	
	26. Project Narrative Supporting Documentation		<input type="checkbox"/>	<input type="checkbox"/>

	27. Statement of Assurances	✓	☒	
	28. Lobbying Certification	✓	☒	

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at:
<https://doa.wi.gov/Pages/CDBGCLOSE.aspx>.

CITIZEN PARTICIPATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application.

Attachments:

1. Adopted Citizen Participation Plan (with date of adoption shown on Plan and with required components) – **Required for ALL applicants**
2. Citizen Participation Public Hearing Notice (with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP if effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice) – **Required for ALL applicants**
3. Citizen Participation Public Hearing Certification Form – **Required for ALL applicants**
4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided) – **Required for ALL applicants**
5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits (with date of adoption/approval shown on policy and with required language) – **Required for ALL applicants**

FINANCIAL

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Citizen Participation attachment(s).

Attachment(s):

6. Detailed Itemization of Project Costs (including applicable supporting documentation for the Budget in Part 6 of this application; e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget) – **Required for ALL applicants**

SERVICE AREA & INCOME SURVEY

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application after the Financial attachment(s).

Attachments:

7. Map of Project Area [with project location, types of work being completed on each street (if applicable), and boundaries of Service Area/beneficiary area boundaries marked] – **Required for ALL applicants**
8. Demographic Profile Sheet of beneficiaries in Service Area [must use form provided by DEHCR in Application Attachments] – **Required for ALL applicants**
9. LMI Calculation Worksheet, if applicable [if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local municipalities were used to calculate LMI percentage for the Service Area; or if a combination of HUD LMISD and income survey data were used to calculate LMI percentage for the Service Area]
10. Map of Boundaries of Census Block(s) that make up the Service Area, if applicable
11. Map of Income Survey Area [with survey area boundaries marked; surveyed residences marked; and responding, non-responding, and vacant residences marked or addresses listed on a separate sheet], if applicable
12. Income Survey Results Income Tabulation Form, if applicable
13. Income Survey Results Race/Ethnicity Tabulation Form, if applicable
14. Income Survey Form used to conduct the Income Survey, if applicable
15. List of addresses in the Service Area/Survey Area, if applicable [including the residential street address locations and associated mailing address(es) used to distribute surveys if the residence/street addresses and mailing addresses differed]
16. List of other contact information associated with the addresses of residents surveyed, if applicable [applicable if methods other than mailing and door-to-door/in-person methods were used to distribute/conduct the survey (e.g., telephone, email, etc.)]
17. List(s) of survey numbers for surveys distributed/conducted with the response data tracking for each, if applicable [including the date(s) the survey was distributed/conducted or attempts were made to distribute/conduct the survey for the address, date surveyed (i.e., date survey was returned or date survey interview was conducted), family size information, income level information, and race/ethnicity information]
18. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process, if applicable

FAIR HOUSING

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application after the Service Area / Income Survey attachment(s).

Attachments:

19. Potential Fair Housing Actions Checklist (with three (3) actions selected) – **Required for ALL applicants**
20. Fair Housing Ordinance (with current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) – **Required for ALL applicants**

SLUM & BLIGHT

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application after the Fair Housing attachment(s).

Attachments:

21. Slum and Blight Certification, if applicable

22. Slum and Blight supporting documentation (for Area Basis ONLY), please label attached document(s):

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

ACQUISITION / RELOCATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Slum & Blight attachment(s).

Attachment(s):

23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (with date of adoption shown on Plan; must be current with required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application) – **Required for ALL applicants**
24. Acquisition/Relocation/Demolition Questionnaire – **Required for ALL applicants**

OTHER

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Acquisition/Relocation attachment(s).

Attachments:

25. Authorizing Resolution to Submit the CDBG Close Application – **Required for ALL applicants**

26. Project Description Narrative supporting documentation, and indicate if documents are attached for the topics listed and include the name(s) of the document(s), if applicable:

	YES	NO
1) Current condition of the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
2) Frequency with which the problem occurs	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
3) Number of persons and/or households affected by the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
4) Effect(s) of the problem if left untreated	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
5) Extent to which this proposed project will address the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
6) Scope of work	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
7) Extent to which CDBG Close funding is needed to complete the project	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		

27. Statement of Assurances – **Required for ALL applicants**

28. Lobbying Certification – **Required for ALL applicants**

STATE OF WISCONSIN

Department of Administration



Community Development Block Grant CLOSE – Public Facilities (CDBG CL-PF)

Grant Application

Revised 04/17/2019



CDBG CL-PF PROGRAM CONTACT INFORMATION

Mailing Address: Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG CL-PF Applications
101 E. Wilson St., 6th Floor
P.O. Box 7970
Madison, WI 53707-7970

Telephone: David Pawlisch, Director
Bureau of Community Development
(608) 261-7538

Email: DOACDBG@wisconsin.gov

PLEASE NOTE:

CDBG CL-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: <https://doa.wi.gov/Pages/CDBGCLOSE.aspx>. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

**Wisconsin Department of Administration
Division of Energy, Housing and Community Resources**

**Community Development Block Grant CLOSE
Public Facilities (CDBG CL-PF)
Grant Application**

PART 1 - GRANT REQUEST		
Grant Request Amount: \$ 136,000	Other Funding, if applicable: \$	Total Project Cost: \$ 136,000
Project Scope: <input type="checkbox"/> Community-Wide <input checked="" type="checkbox"/> Neighborhood, District, or Site-Specific		
Project Title: Senior Center Capital Improvement Project/ Development		
Brief Project Description: In collaboration with Racine County, the City purchased the Senior Center in 2017. The City-owned building is in need of many Capital Improvement projects.		
If Project receives CDBG funding: Project Begin Date (MM/YY): <u> 3 </u> / <u> 2021 </u> Project Completion Date (MM/YY): <u> 8 </u> / <u> 2021 </u>		

PART 2 - APPLICANT INFORMATION		
APPLICANT (Unit of General Local Government [UGLG]): <input checked="" type="checkbox"/>		Population: 10,806
UGLG Type: <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County	County: Racine	
Senate District #: 21	Assembly District #: 63	
Joint Application? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government):		
Chief Elected Official (CEO): Jeannie Hefty		Title: Mayor
Clerk: Diahnn Halbach		Title: City Clerk
Municipal Administrator: Carina Walters		Title: City Administrator
Treasurer/Finance Director: Steven DeQuaker		Title: Finance Director/Treasurer
UGLG Street Address: 300 N. Pine Street		
UGLG Mailing Address if different than above:		
City: Burlington	Zip: 53105	DUNS #: 832377477
UGLG Phone: (262) _342_ - 1161	UGLG Fax: (262) _763_ - 3474	FEIN: 39-6005409
UGLG E-Mail: burlington-wi.gov		Clerk E-Mail: dhalbach@burlington-wi.gov
If the UGLG contracted with a third party to complete this application, please provide the contract amount for application preparation services: \$ _____		
Chief Elected Official's Signature:		Date:
Application Contact		
Name: Carina Walters		Title: City Administrator
Firm/Company/Entity: The City of Burlington		

Mailing Address: 300 N. Pine Street		
City: Burlington	State: WI	Zip: 53015
Phone: (262) 342 – 1161_	Fax: (262) __763_ – _3474_	E-Mail: cwalters@burlington-wi.gov

PART 3 - INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility. *Contact the Bureau of Community Development if any answer in this section is "No":*

Yes No

- 1. The Unit of General Local Government (UGLG) certifies that it is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- 2. UGLG's adopted *Citizen Participation Plan* is attached.
- 3. Documentation of the first public hearing notice, verifying that the notice was published in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice, is attached.
- 4. *Citizen Participation Public Hearing Certification* is attached.
- 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
- 6. *Authorizing Resolution to Submit CDBG Application* is attached.
- 7. *Statement of Assurances* is attached.
- 8. *Lobbying Certification* is attached.
- 9. *Potential Fair Housing Actions* checklist is attached.
- 10. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process **before** the UGLG can receive grant funds.
- 11. The UGLG acknowledges that if this project is funded, Professional Services for Grant Administration will be properly procured in compliance with Federal, State, and local requirements.
- 12. The UGLG understands that the contract for professional services is between the UGLG and the professional services provider; the State is **not** responsible or a part of that relationship.
- 13. The UGLG acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
- 14. The UGLG certifies it is not debarred from receiving federal grant funds.
- 15. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.

_____ **By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.**

Contact the Bureau of Community Development if any answer in this section is "No."

PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project benefit the entire community? Yes No
- How many total individuals will benefit from the project? 1,544 Seniors in Burlington
 - Of those who will benefit, how many individuals meet the qualification of LMI? _____
2. Which CDBG National Objective does your proposed project meet and which method(s) was/were used to demonstrate National Objective compliance? (Answer using the checkboxes below.)
- Benefit to Low- and Moderate-Income Persons
- Area Benefit using HUD Local Government LMI Summary Data
(only for projects having community-wide benefit or having primary benefit to multiple entire communities)
 - Area Benefit using HUD Census Block LMI Summary Data
(only for projects with a service area that is coterminous with one or more census blocks)
 - Area Benefit using Income Survey Data
(for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - Area Benefit using combination of HUD LMI Summary Data and Income Survey Data
(for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)
 - Limited Clientele - HUD presumed group: Seniors/ Elderly persons
(or if based on nature of project and location, provide justification below, and attach map detailing supporting information for service area)
- Prevention/Elimination of Slum and Blight
- Area Basis (Attach a completed Slum and Blight Certification Form and supporting documents including a map of service area)
 - Spot Basis (Attach a completed Slum and Blight Certification Form and supporting documents including a map of service area)
- Urgent Local Need (ULN)
- HUD's regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet **all** of the following criteria:
1. Pose a serious and immediate threat to the health or welfare of the community; and
 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
 3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Please note: Additionally, HUD's guide to "*Meeting a National Objective*" states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify. Provide justification below.

For Urgent Local Need (ULN), briefly explain how the activity will alleviate conditions that:

1. Pose a serious and immediate threat to the health or welfare of the community; and
2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

(ULN Justification: Limit your narrative to one (1) page with not less than 11-point font.)

()

PART 5 – PROJECT DESCRIPTION NARRATIVE (2 Pages Max.)

1. Current condition of the problem:

The Burlington Senior Center was previously housed at the Western Racine County Building in the City of Burlington. In 2017, Racine County provided the City of Burlington \$200,000 to purchase the property located at 587 East State Street to serve as the future Senior Center. The building is owned by the City; however, the Burlington Senior Center leases the facility. The building is in much needed Capital Improvements, including a roof, HVAC, air conditioning, new parking lot and other exterior envelope capital. These are not maintenance items.

2. Frequency with which the problem occurs:

The building was purchased through an agreement with Racine County to provide seniors (including seniors with ADA challenges, and disabilities) a senior center. When the building was purchased the bones of the building were solid; however, as purchasing any building, a number of capital repairs need to take place.

3. Number of persons and/or households affected by the problem:

According to the 2017 ACS data for disability characteristics for the City of Burlington, it is estimated that 14.6% of the Burlington population is over the age of 65. Based on the Hud definition of 62 years and older, the senior population is estimated around 1,544.

4. Effect(s) of the problem if left untreated:

If the City was unable to utilize the Block Grant dollars, the exterior envelope would continue to deteriorate. By completing these needed capital repairs, the Senior Center will flourish. Within the lease between the City of Burlington and the Senior Center, they are to become self sufficient and futuristically begin to raise revenues for future maintenance of the building. The Block Grant Dollars would allow the Seniors more time to raise the necessary dollars needed for future building maintenance.

5. Extent to which this proposed CDBG CL-PF project will address the problem:

By completing the much needed capital improvement work, the building will be structurally sound, allowing the seniors to focus more on recruitment and retention of more seniors within the City and surrounding community.

6. Scope of work:

A new roof, new heating and air conditioning units, a new parking lot, a new gutter system to ensure fascia wood is not continuing to rot and deteriorate.

7. Extent to which CDBG Close funding is needed to complete the project:

There are no Capital Dollars allocated to the building as the remaining dollars that were not used to acquire the building, were used to bring life safety aspects i.e. code and ADA requirements in compliance.

PART 6 – BUDGET AND OTHER MATCHING FUNDS

APPLICANT: City of Burlington

DATE: 8 / 1 / 2020

Required: Attach a detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) to verify the costs listed in the Budget below. Attach documentation of Matching Funds, if available.

Activity	CDBG Close Funds	Source(s) of Other Matching Funds			Total
		UGLG Funds	Other Public Funds	Private Funds	
Acquisition - Land					
Acquisition - Building					
Building Improvements	136,000				136,000
Center/Facility Construction					
Clearance - Site					
Curb and Gutter					
Electrical System Improvements					
Environmental Remediation					
Equipment					
Fire Station					
Relocation					
Sanitary Sewer					
Sidewalks					
Storm Sewer					
Streets					
Wastewater Treatment Facility					
Water					
Fixtures					
Furnishings					
Engineering (match only)					
Administration					
Sub-Total(s):	136,000				136,000

Detailed Itemization of Project Costs is attached to this application: Yes No

Summarize the UGLG’s Match Funds* and other Public and Private sources of Match Funds* for the CDBG Project:

			CHECK ALL THAT APPLY:			<i>Supporting Documentation Included?</i>
Source:	Amount: \$	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded		
Source:	Amount: \$	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded		
Source:	Amount: \$	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded		
Source:	Amount: \$	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded		

**Report only other match funding sources that the UGLG intends to utilize/accept. If the UGLG reports on the CDBG application secured matching funds that it does not intend to utilize/accept for the CDBG project, receives a CDBG award, and then causes delay in the Grant Agreement execution process due to needing to secure alternative funding; then DEHCR may rescind the CDBG award.*

Provide a brief explanation for any funding source with an “Other” status: *(No more than a one-sentence narrative per source.)*

Do you anticipate using CDBG Close funds to pay for any Grant Administration services associated with this project?

Yes No

If yes, were the services (or will the services be) competitively procured in compliance with state and federal CDBG requirements?

Yes No

If no, were the services (or will the services be) secured in compliance with the local procurement policy?

Yes No

**PUBLIC FACILITIES APPLICATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST**

Topic	Documents	Required For All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2. Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice</i>)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3. Citizen Participation Public Hearing Certification Form	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	4. Public Hearing Meeting Minutes (<i>with the attendees listed in the Minutes or on a separate Sign-In Sheet provided</i>)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Financial	6. Detailed Itemization of Project Costs (<i>including applicable supporting documentation for the Budget in Part 6 of this application</i>)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Service Area/ Income Survey	7. Map of Project Area (<i>with Service Area boundaries marked; and location of project site, if Plan will be for a specific site</i>)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	8. Demographic Profile Sheet of beneficiaries in Service Area (<i>must use form provided by DEHCR in the Application Attachments</i>)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	9. LMI Calculation Worksheet, if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMISD and income survey data were used to calculate the LMI percentage for the service area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	10. Map of Boundaries of Census Block(s) that make(s) up the Service Area, if HUD LMI Census Block data were used to determine the LMI percentage for the service area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	11. Map of Income Survey Area with survey area boundaries marked; residences surveyed marked; and responding, non-responding, and vacant residences marked or provided on a separate sheet (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	12. Income Survey Results Income Tabulation Form (<i>if applicable: see Appendix C in the Income Survey Guide</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	13. Income Survey Results Race/Ethnicity Tabulation Form (<i>if applicable: see Appendix C in the Income Survey Guide</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	14. Income Survey Form used to conduct the Income Survey (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	15. List of street addresses of service area/survey area including the associated mailing address(es), if different than street address(es) and the mailing address(es) was/were used to distribute the income survey(s) (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	16. List of other contact information associated with the addresses of residents surveyed, if methods other than mailing or door-to-door/in-person methods were used (e.g., telephone, email, etc.) (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
17. List of assigned survey numbers for income surveys distributed/conducted with the response data tracking for each (date(s) survey was distributed/conducted or attempts were made; date surveyed/response received; and family size, income, and race/ethnicity information for each) (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>	
18. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>	
Fair Housing	19. Potential Fair Housing Actions Checklist (<i>Specifying the three (3) actions that the local community will undertake</i>)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	20. Fair Housing Ordinance	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Slum & Blight	21. Slum and Blight Certification (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	22. Slum and Blight supporting documentation (<i>for Area Basis only</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Acquisition / Relocation	23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	24. Acquisition/Relocation/Demolition Questionnaire	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other	25. Authorizing Resolution to Submit CDBG Close Application	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	26. Project Narrative Supporting Documentation		<input type="checkbox"/>	<input type="checkbox"/>

	27. Statement of Assurances	✓	☒	
	28. Lobbying Certification	✓	☒	

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at:
<https://doa.wi.gov/Pages/CDBGCLOSE.aspx>.

CITIZEN PARTICIPATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application.

Attachments:

1. Adopted Citizen Participation Plan (with date of adoption shown on Plan and with required components) – **Required for ALL applicants**
2. Citizen Participation Public Hearing Notice (with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP if effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice) – **Required for ALL applicants**
3. Citizen Participation Public Hearing Certification Form – **Required for ALL applicants**
4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided) – **Required for ALL applicants**
5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits (with date of adoption/approval shown on policy and with required language) – **Required for ALL applicants**

FINANCIAL

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Citizen Participation attachment(s).

Attachment(s):

6. Detailed Itemization of Project Costs (including applicable supporting documentation for the Budget in Part 6 of this application; e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget) – **Required for ALL applicants**

SERVICE AREA & INCOME SURVEY

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application after the Financial attachment(s).

Attachments:

7. Map of Project Area [with project location, types of work being completed on each street (if applicable), and boundaries of Service Area/beneficiary area boundaries marked] – **Required for ALL applicants**
8. Demographic Profile Sheet of beneficiaries in Service Area [must use form provided by DEHCR in Application Attachments] – **Required for ALL applicants**
9. LMI Calculation Worksheet, if applicable [if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local municipalities were used to calculate LMI percentage for the Service Area; or if a combination of HUD LMISD and income survey data were used to calculate LMI percentage for the Service Area]
10. Map of Boundaries of Census Block(s) that make up the Service Area, if applicable
11. Map of Income Survey Area [with survey area boundaries marked; surveyed residences marked; and responding, non-responding, and vacant residences marked or addresses listed on a separate sheet], if applicable
12. Income Survey Results Income Tabulation Form, if applicable
13. Income Survey Results Race/Ethnicity Tabulation Form, if applicable
14. Income Survey Form used to conduct the Income Survey, if applicable
15. List of addresses in the Service Area/Survey Area, if applicable [including the residential street address locations and associated mailing address(es) used to distribute surveys if the residence/street addresses and mailing addresses differed]
16. List of other contact information associated with the addresses of residents surveyed, if applicable [applicable if methods other than mailing and door-to-door/in-person methods were used to distribute/conduct the survey (e.g., telephone, email, etc.)]
17. List(s) of survey numbers for surveys distributed/conducted with the response data tracking for each, if applicable [including the date(s) the survey was distributed/conducted or attempts were made to distribute/conduct the survey for the address, date surveyed (i.e., date survey was returned or date survey interview was conducted), family size information, income level information, and race/ethnicity information]
18. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process, if applicable

FAIR HOUSING

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Service Area / Income Survey attachment(s).

Attachments:

19. Potential Fair Housing Actions Checklist (with three (3) actions selected) – **Required for ALL applicants**
20. Fair Housing Ordinance (with current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) – **Required for ALL applicants**

SLUM & BLIGHT

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application after the Fair Housing attachment(s).

Attachments:

21. Slum and Blight Certification, if applicable

22. Slum and Blight supporting documentation (for Area Basis ONLY), please label attached document(s):

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

ACQUISITION / RELOCATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Slum & Blight attachment(s).

Attachment(s):

23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (with date of adoption shown on Plan; must be current with required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application) – **Required for ALL applicants**
24. Acquisition/Relocation/Demolition Questionnaire – **Required for ALL applicants**

OTHER

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Acquisition/Relocation attachment(s).

Attachments:

25. Authorizing Resolution to Submit the CDBG Close Application – **Required for ALL applicants**

26. Project Description Narrative supporting documentation, and indicate if documents are attached for the topics listed and include the name(s) of the document(s), if applicable:

	YES	NO
1) Current condition of the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
2) Frequency with which the problem occurs	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
3) Number of persons and/or households affected by the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
4) Effect(s) of the problem if left untreated	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
5) Extent to which this proposed project will address the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
6) Scope of work	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
7) Extent to which CDBG Close funding is needed to complete the project	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		

27. Statement of Assurances – **Required for ALL applicants**

28. Lobbying Certification – **Required for ALL applicants**



DATE: October 6, 2020

SUBJECT: RESOLUTION 5039(35) - To Adopt a Citizen Participation Plan (CDBG).

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

Regulations of the Community Development Block Grant (CDBG) close-out application require that local governments provide citizens with advance notice of an opportunity to comment on proposed activities in an application to the State for CDBG assistance. The United States Department of Housing and Urban Development (HUD) sets a minimum standard of two public hearings, and they both must be held prior to application for funding under CDBG-Close. A public hearing has been scheduled for the October 6 and October 20 Common Council meetings.

Further, as part of the CDBG-Close application, all CDBG applicants must prepare and implement a written Citizen Participation Plan, attached, as specified in Section 104 (a)(3) of the Housing and Community Development Act of 1974. All CDBG applicants must demonstrate compliance with Federal citizen participation requirements at the time of application. Applicants that do not include documentation of citizen participation as part of their application materials will be determined ineligible for CDBG funding.

BUDGET/FISCAL IMPACT:

The City has an outstanding CDBG loan of approximately \$200,000, and should we pay or buy out the \$200,000 loan, we would have the ability of accessing approximately \$940,000 in the fund. The City will continue to receive ongoing monthly payments in the amount of \$1720/mo. from the existing CDBG loan until the date of closure of the mortgage.

RECOMMENDATION:

Staff recommends approval of the Citizen Participation Plan as part of the CDBG close-out application.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Res. 5039(35)
Citizen Participation Plan

A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, the City of Burlington has applied for a Community Development Block Grant (CDBG); and,

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and,

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and,

WHEREAS, the City of Burlington has prepared and publicly reviewed a Citizen Participation Plan,

NOW THEREFORE BE IT RESOLVED, that the City of Burlington officially adopts the Citizen Participation Plan.

Introduced: October 6, 2020

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



**Citizen Participation Plan for the
Community Development Block Grant (CDBG) Program
City of Burlington**

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Burlington, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The City of Burlington shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the City of Burlington Common Council. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The City of Burlington shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To ensure responsiveness to the needs of its citizens, the City of Burlington shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The City of Burlington shall establish a committee composed of persons representative of the City of Burlington demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the City of Burlington.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Burlington Standard Press at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the City of Burlington City Hall. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The City of Burlington will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by City staff in the Administration Department. An Administration Department staff member will meet with citizens on request.
2. The City of Burlington will maintain, in City Hall, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The City of Burlington staff will respond to all such requests within 15 days after the Common Council has met to discuss the request.

COMPLAINTS

The City of Burlington will handle citizen complaints about the program in a timely manner. By federal regulation the Common Council will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to Diahnn Halbach, City Clerk, 300 N. Pine Street, Burlington, WI 53105.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources, 9th Floor
P.O. Box 7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

The City of Burlington will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.



COMMITTEE OF THE WHOLE

ITEM NUMBER 5H

DATE: October 6, 2020

SUBJECT: RESOLUTION 5040(36) - To Approve the Wisconsin Residential Anti-displacement and Relocation Assistance Plan for Community Development Block Grant (CDBG) programs.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

This Residential Anti-displacement and Relocation Assistance Plan (“RARAP”) is a plan required by Federal law that applies to projects funded by the City of Burlington with the Community Development Block Grant (CDBG) Close program and is required as part of the application process. The intent of the plan is to identify steps the City will take by to minimize displacement of people from their homes and neighborhoods as a result of such projects, and to affirm that the City will comply with the requirements for relocation assistance under Section 104(d) of the Housing and Community Development Act of 1974.

The City shall ensure provision of relocation assistance in accordance with the requirements of Section 104(d), for lower-income persons who, in connection with an activity assisted under the CDBG programs, are “displaced persons”. A person who is not lower-income, but is a displaced person will be provided relocation assistance as required.

BUDGET/FISCAL IMPACT:

The City has an outstanding CDBG loan of approximately \$200,000, and should we pay or buy out the \$200,000 loan, we would have the ability of accessing approximately \$940,000 in the fund. The City will continue to receive ongoing monthly payments in the amount of \$1720/mo. from the existing CDBG loan until the date of closure of the mortgage.

RECOMMENDATION:

Staff recommends approval of the residential antidisplacement and relocation assistance plan.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Res. 5040(36)

**A RESOLUTION APPROVING THE WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT
AND RELOCATION ASSISTANCE PLAN FOR COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) PROGRAMS**

WHEREAS, this Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Burlington in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects:

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Burlington will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.

(continued on the next page)

¹ CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.
- Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG).

Relocation Assistance to Displaced Persons

The City of Burlington will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Burlington will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Burlington to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Burlington will make public by **[describe how, such as publication in a newspaper of general circulation]** and submit to HUD [the State, under the State CDBG Program] the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any

proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Burlington will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City of Burlington may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The Administration Department is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The Administration Department, 262-342-1161, is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Introduced: October 6, 2020

Adopted:

Jeannie Hefty, Mayor

ATTEST:

Diahnn Halbach, City Clerk



DATE: October 6, 2020

SUBJECT: RESOLUTION 5041(37) - To Approve a policy to prohibit the use of excessive force and the barring of entrances/exits for non-violent civil rights demonstrations (CDBG).

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The excessive force provision was required initially by section 519 of the 1990 HUD Appropriations Act (Public Law 101-140). Under the 1990 Appropriations Act, no funds appropriated in the Act for the Community Development Block Grant (CDBG) program could be awarded to any municipality that failed to adopt and enforce "a policy prohibiting the use of excessive force by law enforcement agencies within the jurisdiction of the municipality against any individuals engaged in nonviolent civil rights demonstrations." This provision did not amend the certifications required under Title I of the Housing and Urban Development Act of 1974, but applied only to the 1990 HUD appropriations for community development programs. HUD implemented this provision by requiring CDBG grantees to submit to HUD a certification that such a policy had been adopted and was being enforced.

Subsequently, section 906 of the National Affordable Housing Act (NAHA) of 1990 amended Title I of the Housing and Community Development Act of 1974 by adding a new certification entitled Protection of Individuals Engaging in Non-violent Civil Rights Demonstrations. The language imposed by the 1990 Appropriations Act was retained and additional language was added requiring units of government receiving CDBG funds to adopt and enforce "a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within jurisdictions".

BUDGET/FISCAL IMPACT:

The City has a CDBG outstanding loan of approximately \$200,000, and should we pay the \$200,000, we would have the ability of accessing the approximate \$940,000 in the fund. The City will continue to receive ongoing monthly payments in the amount of \$1720/mo. from the existing CDBG loan until the date of closure of the mortgage.

RECOMMENDATION:

Staff recommends approval of this policy.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Res. 5041(37)

A RESOLUTION TO APPROVE A POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND THE BARRING OF ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

WHEREAS, Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction; and,

WHEREAS, it is in the interest of the City of Burlington to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Burlington:

It is POLICY of the City of Burlington to prohibit the use of excessive force by law enforcement agencies within the City's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

It is POLICY of the City of Burlington to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the City's jurisdiction.

The officials and employees of the City of Burlington shall assist in the orderly prevention of all excessive force within the City of Burlington by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

The Common Council directs the City of Burlington Police Chief to implement this Resolution by amending applicable City of Burlington Police Department procedures.

Introduced: October 6, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



COMMITTEE OF THE WHOLE

ITEM NUMBER 6A

DATE: October 6, 2020

SUBJECT: ORDINANCE 2062(5) - To Create Section 181-3 of the Municipal Code of the City of Burlington adopting Wisconsin Statutes Section 106.50, as amended, relating to the equal rights of all persons to fair housing, and providing means for the implementation and enforcement thereof.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

Per Code of Federal Regulations, Housing and Urban Development, 24 CFR 570.487(b), recipients of any Community Development Block Grant (CDBG) funds must take action to affirmatively further fair housing during the contract period. The Potential Fair Housing Action form, attached for your convenience, must be included with the CDBG-close application packet and indicate the three actions that will be taken to affirmatively further fair housing.

The officials and employees of the City of Burlington shall assist in the orderly prevention and removal of all discrimination in housing within the city by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes.

The City Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes and shall assist any person alleging a violation in the city to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes.

BUDGET/FISCAL IMPACT:

The City has an outstanding CDBG loan of approximately \$200,000, and should we pay or buy out the \$200,000 loan, we would have the ability of accessing approximately \$940,000 in the fund. The City will continue to receive ongoing monthly payments in the amount of \$1720/mo. from the existing CDBG loan until the date of closure of the mortgage.

RECOMMENDATION:

Staff recommends approval of the creation of Section 181-3 of the Municipal Code regarding fair housing.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Ord. 2062(5)

Potential Fair Housing Actions

**AN ORDINANCE TO CREATE SECTION 181-3 OF THE MUNICIPAL CODE
OF THE CITY OF BURLINGTON ADOPTING WISCONSIN STATUTES, SECTION 106.50, AS
AMENDED, RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING,
AND PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF**

The Common Council of the City of Burlington does hereby ordain as follows:

FAIR AND OPEN HOUSING

WHEREAS, the Common Council of the City of Burlington recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein;

THEREFORE, BE IT ORDAINED THAT:

1) The Common Council of the City of Burlington hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

2) The officials and employees of the City of Burlington shall assist in the orderly prevention and removal of all discrimination in housing within the City of Burlington by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

3) The Municipal Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the City of Burlington to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

This ordinance shall take effect and be in full force after its passage and publication as required by law.

Introduced: October 6, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



POTENTIAL FAIR HOUSING ACTIONS

According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. **Indicate (by checking the appropriate boxes) at least THREE (3) of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.** If your project is funded, the actions selected (below) will be included in the Grant Agreement (i.e. contract) timetable and will be required to be implemented in accordance with the timetable of the signed Grant Agreement. **Fair housing actions may include, but are not limited to the following:**

Selection(s)	Actions
<input type="checkbox"/>	1. Enact, strengthen, or advertise a local fair housing law;
<input type="checkbox"/>	2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
<input type="checkbox"/>	3. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children;
<input type="checkbox"/>	4. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law;
<input type="checkbox"/>	5. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance;
<input type="checkbox"/>	6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
<input type="checkbox"/>	7. Display a fair housing poster or provide fair housing information at an appropriate public place;
<input type="checkbox"/>	8. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations' bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;
<input type="checkbox"/>	9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
<input type="checkbox"/>	10. Suggest the use of affirmative marketing and advertising practices by private

	developers as a condition for obtaining local licenses and permits; and
<input type="checkbox"/>	11. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children.
<input type="checkbox"/>	12. OTHER:
<input type="checkbox"/>	13. OTHER:

UGLG Name: _____

Date by which
the actions will
be completed: _____
(Date)

Office of Fair Housing and Equal Opportunity: <http://www.hud.gov/offices/fheo/>
Fair Housing ads and other materials: <http://www.fairhousinglaw.org/>



COMMITTEE OF THE WHOLE

ITEM NUMBER 6B

DATE: October 6, 2020

SUBJECT: ORDINANCE 2063(6) - To Amend Chapter 40 of the Code of Ordinances for the City of Burlington, Racine County, Wisconsin, relating to the Health Department.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

At its August 20, 2020 meeting, Central Racine County Board of Health approved an updated Health Department Ordinance. By way of history, all 14 municipalities currently making up Central Racine County Health Department (CRCHD) have adopted the same Health Department Ordinance and, from time to time, updates are made to it. All 14 municipalities must adopt these updates uniformly.

The updates to the Health Department Ordinance are as follows:

- Pages 2-3: Powers and Duties of a Local Health Officer
 1. These were added to enumerate responsibilities of a local health officer and accompanying penalties, previously silent in the current local ordinance.
 2. This addition does not change the current authority of the Health Officer and does not give the Health Officer authority to implement broad mandates.
- Page 9: Authority
 1. Removes Health Officer from issuing citations (Health Officer currently does not do this).
- Page 9: Mobile Food Establishments
 1. Allows for the possibility for Mobile Food Establishments to operate in the Central Racine County Health Department (CRCHD) jurisdiction without an inspection if they are licensed in another county and have had a good inspection by another health department.
 2. This allows for staff time to go to the establishments that need the most support.

The next step is for all 14 municipalities to adopt the updated Health Department Ordinance. To date, the following municipalities have sent a Notice of Intent letter to the County for withdrawal from the Central Racine County Health Department:

- Village of Rochester
- Village of Mt. Pleasant
- Village of Union Grove
- Village of Yorkville
- Village of Caledonia
- Village of North Bay

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of this ordinance amendment.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Ord. 2063(6)

**AN ORDINANCE TO AMEND CHAPTER 40 OF THE CODE OF ORDINANCES FOR THE
CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN RELATING TO THE HEALTH
DEPARTMENT**

The Common Council for the City of Burlington, Racine County, Wisconsin, ordains as follows:

1. That Chapter 40 of the Code of Ordinances for the City of Burlington be, and hereby is, amended to read as set forth in Exhibit A, which is attached and incorporated herein by reference.
2. That this ordinance shall take effect upon adoption and publication as provided by law.

Introduced: October 6, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

EXHIBIT A

“CHAPTER 40

Health Department

A. Local Board Of Health, Local Health Department And Local Health Officer.

- (1) **Intermunicipal Agreement Providing for Joint Local Board of Health, Joint Local Health Department and Joint Local Health Officer.** By intermunicipal agreement the Villages of Caledonia, Mt. Pleasant, Sturtevant and North Bay have created a Joint Local Board of Health, established a Joint Local Health Department and appointed a Joint Local Health Officer to serve the above Villages, as well as other municipalities that are added as members to the intermunicipal agreement ("Member Municipalities"), or otherwise contract for the provision of public health services ("Contract Municipalities"). This Agreement is entered into pursuant to the authority set forth in Wis. Stat. Sections 66.0301, 251.09 and 251.02(3r).
- (2) **Designation of Local Board of Health, Local Health Department and Local Health Officer.** The Joint Local Board of Health created by the intermunicipal agreement is hereby designated the "Central Racine County Board of Health" and is established as the joint local board of health of the Member Municipalities and Contract Municipalities pursuant to Section 251.02(3r), Wisconsin Statutes. The Central Racine County Health Department established pursuant to the intermunicipal agreement is hereby designated and established as the local health department of the Member Municipalities and Contract Municipalities pursuant to Section 251.02(3r), Wisconsin Statutes. The local health officer, designated as the Health Officer/Director of Public Health, and provided for in the intermunicipal agreement is hereby designated as the local health officer for the Member Municipalities and Contract Municipalities.
- (3) **Local Board of Health.** The local Board of Health shall be designated as the Central Racine County Board of Health and pursuant to Wis. Stat. Section 251.03(4r), the parties determine that the membership of the Board of Health shall be comprised as set forth in the intergovernmental agreement.
- (4) **Powers and Duties of Local Board of Health.** The Central Racine County Board of Health shall constitute the policy-making body for the Central Racine County Health Department, and shall exercise authority over financial and personnel matters, as set forth in the intermunicipal agreement. The Board of Health shall be responsible for operating and maintaining at least a Level II Health Department to jointly serve the Member Municipalities and Contract Municipalities. The Board of Health shall have the powers and perform such duties as are prescribed in Wis. Stat. Sections 251.04 and 251.05, except as otherwise specifically provided in the intermunicipal agreement or in joint ordinances adopted by Member Municipalities and Contract Municipalities.
- (5) **Powers and Duties of Local Health Officer.** A local health officer shall:

- (a) Administer the local health department in accordance with state statutes and rules, including but not limited to Chapters 250 and 255 of the Wisconsin Statutes.
 - (b) Enforce state public health statutes and rules.
 - (c) Enforce any regulations that the local board of health adopts and any ordinances that the relevant governing body enacts, if those regulations and ordinances are consistent with state public health statutes and rules.
 - (d) Administer all funds received by the local health department for public health programs.
 - (e) Appoint all necessary subordinate personnel, assure that they meet appropriate qualifications and have supervisory power over all subordinate personnel. Any public health nurses and sanitarians hired for the local health department shall meet any qualification requirements established in Wis. Stat. Section 251.06 and rules promulgated by the Department of Health Services.
 - (f) Investigate and supervise that sanitary conditions of all premises within the jurisdictional area of the local health department.
 - (g) Have access to vital records and vital statistics from the register of deeds, as specified in Ch. 69 of the Wisconsin Statutes.
 - (h) Have charge of the local health department and perform the duties prescribed by the local board of health. The local health officer shall submit an annual report of the administration of the local health department to the local board of health.
 - (i) Promote the spread of information as to the causes, nature and prevention of prevalent diseases, and the preservation and improvement of health.
- (5) **Penalties.** Any person who willfully violates or obstructs the execution of any provision under this section relating to public health, for which no other penalty is prescribed, shall upon conviction be subjected to a forfeiture of not less than \$50.00 or more than \$500.00 for each violation, and in addition, shall pay the costs and expenses of prosecution. Each day such violation continues shall be considered a separate offense.
- (6) **Effect of Intermunicipal Agreement.** In all other respects such intermunicipal agreement executed by the Member Municipalities shall govern the administration of the Central Racine County Board of Health, Health Department and Joint Local Health Officer.
- (7) **Repeal of Inconsistent Ordinances.** The provisions of this Chapter shall supersede any inconsistent provisions of this Code of Ordinances, which inconsistent provisions shall be, and hereby are, repealed as of the effective date of this ordinance.

B. Human Health Hazards.

- (1) **Purpose and General Provisions.**
 - (a) This Section is adopted for the purpose of preserving and promoting the public health of residents and preventing the continuance of Human Health Hazards.
 - (b) No Person shall erect, construe, cause, continue, maintain or permit any Human Health Hazards. Any Person who shall cause, create or maintain a

Human Health Hazard or who shall in any way aid or contribute to the creation or maintenance thereof shall be guilty of a violation of this Section, and shall be liable for all costs and expenses attendant upon the abatement or removal of such hazards and subject to penalties provided in this Section.

- (c) It shall be the joint responsibility of the Owner and Occupant of a Dwelling or Dwelling Unit to maintain their property in a manner which complies with this Code and any applicable state and federal laws.
 - (d) This Section does not prohibit the following activities so long as they are conducted in accordance with the applicable ordinance or State Statute: the sanitary operation of licensed junkyards; or the storage and accumulation of ashes and effuse by industrial establishments which maintain adequate and sanitary facilities and the space for the accumulation and storage of such materials.
- (2) **Authority.** This Section is adopted pursuant to the authority granted by Chapters 251 and 254, Wis. Stats., as amended from time-to-time, which regulations are hereby adopted, and incorporated by reference as though fully set forth herein. The Health Officer or Code Official shall have the power to abate human health hazards in accordance with this Section and Wis. Stat. Section 254.59, which statute is adopted by reference and made part of this Section as if fully set forth in this Section.
- (3) **Definitions.** The following definitions shall apply in the interpretation and enforcement of this Chapter, unless a different meaning is plainly intended:
- (a) **Basement.** A portion of a building located partly or wholly underground.
 - (b) **Building Inspector.** The Building Inspector of the Municipality or his or her authorized representative.
 - (c) **Carbon Monoxide Detector.** A device that detects the presence of carbon monoxide gas.
 - (d) **Cellar.** A portion of a building located partly or wholly underground, but having ½ or more of its clear floor to ceiling heights below the average grade of the adjoining ground.
 - (e) **Code Official.** Building Inspector, municipal law enforcement officer, Fire Chief, and/or the Health Officer, or their respective authorized representatives.
 - (f) **Dwelling.** Any building which is wholly or partly used or intended to be used for living or sleeping by human occupants.
 - (g) **Dwelling Unit.** Any room or group of rooms located within a Dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating by one family.
 - (h) **Exterior Premises.** The open space on the premises or the portion of the premises upon which there is not a structure.
 - (i) **Extermination.** The control or elimination of insects, rodents or other Vermin by eliminating their harborage places, by removing or making inaccessible materials that may serve as their food, by blocking their access to a Dwelling, by poisoning, spraying, fumigating or trapping, or by any other legal pest elimination method approved by the Code Official.

- (j) **Health Officer.** The Health Officer of the Central Racine County Health Department or his/her authorized representative.
 - (k) **Human Health Hazard.** A substance, activity or condition that is known to have the potential to cause acute or chronic illness, to endanger life, to generate or spread infectious diseases, or otherwise injuriously to affect the health of the public.
 - (l) **Immediate Human Health Hazard.** A condition which exists or has the potential to exist which should, in the opinion of the Health Officer, be abated or corrected immediately, or at least within a 24-hour period, to prevent imminent and severe damage to human health.
 - (m) **Municipality.** A city, town, or village within the jurisdiction of the Central Racine County Health Department.
 - (n) **Occupant.** Any Person living, sleeping or eating or having actual possession of a Dwelling Unit.
 - (o) **Owner.** Any Person who, alone or jointly or severally with others shall be the record holder of the title of any Dwelling or Dwelling Unit, with or without actual possession thereof, or who has charge, care or control of any Dwelling as agent of the owner or as executor, administrator, trustee or Guardian of the estate of the owner.
 - (p) **Person.** Includes Owners, Occupants, their agents, tenants and any individual, firm, corporation, partnership or association.
 - (q) **Smoke Detector.** A device that detects the visible or invisible particles of combustion.
 - (r) **Vermis.** Rats, mice, cockroaches or similar animals or insects that are known to be vectors of human pathogens.
 - (s) **Workmanlike.** Work of such character so as to meet manufacturer's specifications, accepted national standards or recognized trade practices, and to provide a durable result as intended to ensure public safety, health and welfare insofar as they are affected by building construction, use and occupancy.
- (4) **Health Standards for Basic Facilities and Maintenance of Habitable Living Quarters.** No Person shall occupy or allow another Person to occupy any Dwelling or Dwelling Unit for the purpose of living or sleeping therein, which does not comply with the following requirements:
- (a) **Toilet and Lavatory.** Every Dwelling Unit shall contain a water flush toilet within a room which affords privacy to a Person in such room. Every Dwelling Unit shall contain a lavatory basin, preferably but not exclusively in the same room as the toilet. Such toilet and lavatory basins shall be connected and maintained in compliance with the Municipality's plumbing code.
 - (b) **Bathing Facilities.** Every Dwelling Unit shall contain, within a room which affords privacy to a Person in such room, a bathtub or shower connected and maintained in compliance with the Municipality's plumbing code.

- (c) **Egress.** Every Dwelling Unit shall have access to at least two accessible, unobstructed means of egress leading to a safe and open public street, alley or court.
- (d) **Heating Facilities.** Every Dwelling or Dwelling Unit shall be equipped with heating facilities which are properly installed, and maintained in a safe and good working condition and are capable of maintaining minimum temperatures of 68 degrees Fahrenheit in all rooms with an outside temperature of -10 degrees Fahrenheit.
- (e) **Electric Service.** Every outlet and fixture shall be properly installed and shall be maintained in a good and safe working condition, and shall be connected and maintained in compliance with the Municipality's Electric Code.
- (f) **Smoke Detectors.** Smoke Detectors shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the Dwelling Unit, including Basements and Cellars excluding crawl spaces and unfinished attics.
- (g) **Carbon Monoxide Detectors.** The owner of a dwelling shall install a functional carbon monoxide detector in the basement of the dwelling and on each floor level except the attic, garage, or storage area of each dwelling unit. This paragraph does not apply to the owner of a dwelling that has no attached garage, no fireplace, and no fuel-burning appliance.
- (h) **Extermination of Vermin.** Every Occupant of a Dwelling containing a single Dwelling Unit shall be responsible for the Extermination of any Vermin in or on the premises; and every Occupant of a Dwelling Unit in a Dwelling containing more than one Dwelling Unit shall be responsible for such Extermination within the unit occupied by them whenever their Dwelling Unit is the only one infested. Notwithstanding such provisions, whenever an infestation is caused by the failure of the Owner to maintain a Dwelling in a reasonably rodent-proof or insect-proof condition, Extermination shall be the responsibility of the Owner. Extermination of any infestation in an unoccupied Dwelling Unit shall be the responsibility of the Owner even though the condition may have been caused by a previous Occupant. All Extermination services shall be performed by a licensed exterminator. Effective Extermination shall continue until all Vermin are eliminated. The responsible person shall submit completed Extermination reports from the licensed exterminator to the appropriate Code Official upon request.
- (i) **Hazardous Conditions.** Every Dwelling Unit shall be structurally sound and shall be free of conditions that constitute a Human Health Hazard, an Immediate Human Health Hazard to the health and safety of the Occupant(s) or which create an unreasonable risk of personal injury resulting from any reasonably foreseeable use of the Dwelling.
- (j) **Discontinuance of Service.** No Owner or Occupant shall cause any service, facility, equipment or utility which is required under this Section to be removed or shut off from, or discontinued for, any occupied Dwelling which is let or occupied by such Person, except for such temporary

interruption as may be necessary while actual repairs or alterations are in progress, or during a temporary emergency when discontinuance of service is approved by a Code Official.

- (5) **Enforcement.** Upon request of an Owner or Occupant, or upon receipt of a credible complaint, a Code Official shall inspect or cause to be inspected the Dwelling, Dwelling Unit or Exterior Premises which is the subject of the complaint or upon which there exists evidence of a violation of this Section. Such inspection shall be for the purpose of determining whether or not the condition of the Dwelling or Dwelling Unit complies with the standards set forth in this Section.
- (6) **Access to Property.** After presenting proper identification a Code Official shall be permitted to enter upon any property at any reasonable time for the purpose of making inspections to determine compliance with this Section and related ordinances. If denied access, the Code Official may acquire a special inspection warrant for such access, pursuant to Sec. 66.0119, Wis. Stats., as amended from time-to-time.
- (7) **Declaration of Dwelling as Human Health Hazard.** Notwithstanding any other provisions of this Section, if a Code Official determines that any Dwelling or Dwelling Unit is a Human Health Hazard or Immediate Human Health Hazard, the Code Official shall placard such Dwelling and within 24 hours thereafter serve notice either, by registered mail, return receipt requested, or by personally served notice in the manner provided for in the State Statutes for service of process to the Occupant and Owner that the Dwelling is unfit for human habitation and that it shall be vacated within a reasonable time as ordered by the Code Official. A Dwelling may be declared a Human Health Hazard or Immediate Human Health Hazard for any of, but not limited to, the following reasons:
 - (a) A Dwelling is so damaged, decayed, dilapidated, dangerous, unsanitary, unsafe or Vermin-infested that it creates a hazard to the health or safety of the Occupants or the public.
 - (b) A Dwelling lacks a potable water supply, a properly functioning public or private sanitary sewer system, or a functioning heating system adequate to protect the health and safety of the Occupants.
 - (c) A Dwelling, because of its condition, has been implicated as the potential source of a severe poisoning by a toxic substance including but not limited to lead-bearing paint.
- (8) **Workmanship.** All repairs, maintenance work, alterations or installations which are required directly or indirectly by the enforcement of this Section shall be executed and installed in a Workmanlike manner.
- (9) **Notice of Violation and Orders for Corrective Actions.** Whenever a Code Official determines that there has been a violation of this Section, notice shall be given to the property Owner, and Occupant as appropriate. Such notice shall:
 - (a) Be in writing.
 - (b) Include a statement of the violation with reference to the applicable provision(s) of this Section.
 - (c) Include the correction(s) necessary to bring about compliance.
 - (d) Contain an order to correct said violation by a date certain.

- (10) **Service of Notice.** Each notice or order, other than as provided in Subsection (7), provided under this Section shall be deemed to be properly served if a copy thereof is:
 - (a) Personally served in the manner provided for in the State Statutes for service of process or,
 - (b) Sent by U.S. first class mail, postage prepaid, addressed to the last known address or,
 - (c) Posted in a conspicuous place on or about the main entrance to the structure located at the last known address, where there is a structure.
- (11) **Appeal.** Any Person affected by any notice or order which has been issued in connection with the enforcement of any of the provisions of this Section may request in writing a review by the Health Officer or other Code Official issuing such notice or order. Such request shall be submitted before the date for the violation is to be corrected. Subsequent appeal shall be pursuant to the Administrative Review section of this Code or Chapter 68 of the Wisconsin Statutes.
- (12) **Noncompliance with Order.**
 - (a) **Citation.** A citation for any violation of this Section may be issued by the Police, Sheriff's Department or by an appropriate Code Official.
 - (b) **Abatement of Human Health Hazards/Emergency Action.** In extreme cases where a violation poses an Immediate Human Health Hazard as determined by the Health Officer or other implicated Code Official, , the Health Officer or Code Official may immediately commence the actions authorized by this Chapter, or any other statutory or ordinance authority, to abate or removed the hazard.
- (13) **Penalties.** Any Person who violates any provision of this Section shall upon conviction be subjected to a forfeiture of not less than \$300.00 or more than \$1000.00 for each violation, and in addition, shall pay the costs and expenses of prosecution. Each day such violation continues shall be considered a separate offense.

C. **Lodging, Recreation And Food Protection.**

- (1) **Purpose and General Provisions.** The purpose of this Section is to preserve and promote the public health of the residents. The Health Department is granted agent status under Sections 97.41 and 463.16 , Wis. Stats., and accordingly provides all licenses and inspections for retail food establishments, restaurants, public swimming pools, and water attractions, tattoo and body piercing establishments, recreational and educational camps, campgrounds, hotels, motels, tourist rooming houses, bed and breakfast establishments and food vending operations in accordance with the applicable Wisconsin Statutes and/or Administrative Code Chapter.
- (2) **Authority.** This Section is adopted pursuant to the authority granted by Chapters 251, 252, 254, and Sections 97.41 and 463.16 of the Wisconsin Statutes, as amended from time-to-time, which regulations are hereby adopted, and

incorporated by reference as though fully set forth herein. The Health Officer, or his or her designee, shall have the power to enforce the regulations of this Section.

- (3) **Adoption of State Code; Applications, Permits, and Licenses Required.** Except as otherwise provided in this Section and pursuant to the authority granted by Wisconsin Statutes Chapters 251, 252, 254 and Sections 66.0417 and 97.41, the Village adopts Wisconsin Administrative Code Chapters ATCP 75, SPS 390, SPS 221, ATCP 76, ATCP 78, ATCP 79, DHS192, ATCP 72, ATCP 73, as amended from time-to-time, which are incorporated by reference as though fully set forth herein. All applications, permits and licenses required by such regulations are required by the Municipality and shall be processed in accordance with the applicable Statute or Code Section.
- (4) **Definitions.** The following definitions shall apply in the interpretation and enforcement of this Section, unless a different meaning is plainly intended:
 - (a) **Body Piercer.** Means a person who performs body piercing on another person at that person's request.
 - (b) **Food Establishment.** An operation that stores, prepares, serves, vends, sells or otherwise provides food for human consumption. The term "Food Establishment" includes a "restaurant" as defined in Section 97.01, Wis. Stats.; a "retail food establishment" as defined in Section 97.30, Wis. Stats.
 - (c) **Tattooist.** Means a person who tattoos another person at that person's request.
- (5) **Mobile Food Establishments.** A valid Food Establishment permit issued by the State of Wisconsin or any other competent Health Department for any mobile restaurant or mobile retail Food Establishment which chooses to operate within the jurisdiction of the Central Racine County Health Department will be honored by the Central Racine County Health Department. The mobile Food Establishment may be required to be inspected by the health department and to satisfy the relevant provisions of Wisconsin Administrative Code Chapter ATCP 75. In addition, the mobile food establishment shall pay an inspection fee for this inspection.
- (6) **Body Piercers and Tattooists.** All body piercers and tattooists shall annually complete a bloodborne pathogen training course that is approved by the Health Department. Any tattoo or body piercing establishment allowing a tattooist or body piercer to practice in the establishment without proof of bloodborne pathogen training will be assessed a fee. This fee shall be established by Board of Health as part of the annual budget process.
- (7) **Application; Permit.** Any license or permit required under this Section shall make application on a form provided by the Health Department. The Health Department shall determine the contents of the application and may use a form provided by the State. Applications for permits shall be submitted to the Health Department along with the appropriate fee. Applications will be reviewed for compliance with this Section. Permits and licenses issued hereunder shall be conspicuously displayed on the premises of the establishment.
- (8) **Inspection by Department.** Authorized employees of the Department, upon presenting proper identification, shall have the authority to perform inspections prior to issuance of any permit or license and from time-to-time of any

establishment for compliance with this Code, including the state laws incorporated in this Code by reference.

- (9) **Fees.** All fees associated with the operation of any establishment governed by this Section shall be established as part of the annual budget process or by resolution of the Board of Health.
- (10) **Penalties.** Any Person who violates any provision of this Section shall upon conviction be subjected to a forfeiture of not less than \$300.00 or more than \$1000.00 for each violation, and in addition, shall pay the costs and expenses of prosecution. Each day such violation continues shall be considered a separate offense.
- (11) **Appeal.** Any person aggrieved by any temporary order issued by the Health Officer pursuant to Sec. 66.0417(2)(a), Wis. Stats., shall be granted a hearing before the Board of Health in accordance with the provisions of such Section. Appeal from any order, notice or determination made by the Health Officer other than one controlled by Sec. 66.0417 shall be to the Board of Health pursuant to the applicable ordinance or Chapter 68 of the Wisconsin Statutes in the absence of an administrative review ordinance. The Board of Health may affirm, set aside, or modify the subject order by majority vote. The Board of Health's decision shall be final but may be appealed to the Racine County Circuit Court.

D. Rabies Control.

- (1) **Purpose and General Provisions.** The purpose of this Section is to preserve and promote the public health of the residents. Pursuant to Section 254.51, Wis. Stats., the Health Department shall establish measures for the prevention, surveillance and control of human disease that is associated with animal-borne disease transmission.
- (2) **Authority.** This Section is adopted pursuant to the authority granted by Chapters 250, 251, and 254 of the Wisconsin Statutes. The law enforcement officer, Humane Officer, Health Officer or their designees shall have the power to enforce the regulations of this Section, including by the issuance of one or more citations, as warranted.
- (3) **Adoption of Wisconsin State Statute.** In addition to the provisions of this Section and pursuant to the authority granted by Chapters 250, 251 and 254 of the Wisconsin Statutes, the Municipality adopts Section 95.21, Wis. Stats., which is incorporated by reference as though set forth herein. To the extent any provision conflicts with another provision in this Section, the more restrictive provision applies.
- (4) **Definitions.** The following definitions shall apply in the interpretation and enforcement of this Section, unless a different meaning is plainly intended:
 - (a) **Bite.** To seize with teeth or jaws, so as to enter, wound, or pierce the skin.
 - (b) **Cat.** Any member of the species felis catus (the domestic cat).
 - (c) **Code Officer.** The Municipality's law enforcement officer, Humane Officer, Health Officer or their designees.
 - (d) **Dog.** Any member of the species canis familiaris (the domestic dog).
 - (e) **Ferret.** Any member of the species mustela putorius (the domestic ferret).

- (5) **Rabies Vaccination Required for Dogs.** The owner of a Dog shall have the animal vaccinated against rabies. An owner who fails to obtain a rabies vaccination for a Dog shall be subject to a forfeiture of not less than \$50 and not more than \$100, plus the costs of prosecution.
- (6) **Duty to Report Bite.** Any person having knowledge or reason to believe that any Dog, Cat or Ferret has bitten a person, shall immediately report, so far as is known, the name and address of the owner of the animal and circumstances of such Bite. Such report shall be made to the Village/Town Police Department or Sheriff's Department.
- (7) **Quarantine.** Any Dog, Cat or Ferret within the Municipality which is believed to have bitten a person, to have been infected with rabies, or to have been in contact with a rabid animal shall be subject to the quarantine requirements and procedures set forth in Sec. 95.21, Wis. Stats. If the Code Official, Chief of Police, the Health Officer, or the Humane Officer determines that a Dog, Cat, Ferret or other domestically-owned animal found in the Municipality has rabies, the Health Officer may order a district quarantine, as provided by § 95.21(3).
- (8) **Noncompliance with Quarantine Order.** If after a Dog, Cat or Ferret Bites a person, the animal's owner fails to quarantine the animal and/or fails to have the animal examined by a licensed veterinarian, the animal may be seized by the Code Official, Health Officer, Police Officer, Deputy Sheriff, Humane Officer or their designees and held at a designated facility until the quarantine time expires. The owner or custodian of the animal shall pay all applicable fees associated with the quarantine, veterinarian's examinations, vaccination and license prior to releasing the animal from the quarantine facility.
- (9) **Appeal.** Any person affected by any notice or order which has been issued in connection with the enforcement of any of the provisions of this Section may request in writing a review by the Health Officer or other Code Official issuing such notice or order. Such request shall be submitted before the date for the violation is to be corrected. Subsequent appeal shall be to the Village/Town Board pursuant to the applicable ordinance or Chapter 68 of the Wisconsin Statutes in the absence of an administrative review ordinance.
- (10) **Penalties.** Except as otherwise provided herein, any person who violates any provision of this Section shall upon conviction be subjected to a forfeiture of not less than \$300.00 or more than \$1000.00 for each violation, and in addition, shall pay the costs and expenses of prosecution. Each day such violation continues shall be considered a separate offense.”



DATE: October 6, 2020

SUBJECT: **MOTION 20-985** - To Withdraw from the Central Racine County Health Department.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

In 2014, Aurora announced that it would no longer sponsor the Western Racine County Health Department which had been serving the nine communities in our region. At that time, the City began discussions with Racine County, our neighboring communities and the Central Racine County Health Department to develop a sustainable model to serve our needs as required by state law. These discussions led in 2015 the nine communities previously served by the Western Racine Health Department agreeing to contract with the Central Racine Health Department for all health department related services.

In May 2020 the Central Racine County Board of Health approved a letter that was sent to County Executive Delagrave, expressing interest to becoming a department of Racine County. The impetus of the letter was due to COVID-19 and the strain of resources this placed on the staff of CRCHD. This included impact to low levy funding, a lean staff and insufficient infrastructure to fully combat COVID-19.

During the Heads of Government meeting held on Wednesday, August 12th County Executive Delagrave and Margaret Gesner discussed the possible consolidation. By a consolidation, the benefits would include:

- 1) Enhancement of fiscal and operational stability,
- 2) Create synergy and reduce redundancies between the Health Department and Racine County Departments,
- 3) Improve effectiveness and creating efficiencies for public health services among other benefits.

At the September 15, 2020 Committee of the Whole meeting, County Executive Delegrave and Margaret Gesner discussed the collaboration in which the Mayor of Burlington and Administrator are in full support of the consolidation for the same reasons outlined above. Please note, this consolidation does not include the City of Racine as they will continue to run independently. Although the City of Racine runs independently, all Health Departments and Racine County have collaborated prior to COVID and even more so due to the pandemic to ensure appropriate support.

Estimated City of Burlington Levy Contribution to Consolidation of RCCHD:

EST. LEVY		2%	2%	2%	2%	2%
2020	2021	2022	2023	2024	2025	2026
\$80,777.00	\$83,955.00	\$85,634.10	\$87,346.78	\$89,093.72	\$90,875.59	\$92,693.10

BUDGET/FISCAL IMPACT:

The suggested funding model would be conceptually similar to the Consolidated Dispatch model. Therefore, participating jurisdictions shall pay quarterly the County the total sum of approximately 850,000 starting in 2020. This payment will increase by 2% each year from 2022 through 2026 and beginning in 2027, the yearly payment shall be reduced by 20% until December 31, 2030 in which the entire levy would be born on Racine County's levy.

For comparison purposes, within our current agreement with CRCHD, the City will be levied, for 2021 an increased per capita rate to \$7.69, in accordance with the Intermunicipal Agreement by the average net new construction of 4.11%. If the continued funding mechanism is according to the terms of the current agreement our future levy may look similar to this.

RECOMMENDATION:

Staff is recommending to the Common Council formally withdraw from Central Racine County Health Department as part of the consolidation into a department of Racine County.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the October 20, 2020 Common Council meeting.

Attachments

Memorandum



CITY OF BURLINGTON

Administration Department

300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

To: Racine County Board of Supervisors
Jonathan Delagrave, County Executive
Margaret Gesner, Central Racine County Board of Health

From: Carina G. Walters, City Administrator

CC: City of Burlington Common Council

Date: October 20, 2020

Re: Notice of Withdrawal: Central Racine County Health Department

Dear Ms. Gesner and Mr. Delegrave,

Please accept this letter on behalf of the City of Burlington Common Council as formal written notice pursuant to Wis. Stat. § 251.15(2m) of the City's intent to withdraw from the Central Racine County Health Department.

Consolidating health services currently provided by the Central Racine County Health Department into a single county health department through an equitable cost allocation will enhance public health, enhance fiscal an operational stability, improve the coordination of a community health plan, improve coordination of response to community health needs and health problems, and maximize efficiency of public resources.

To that end, the City of Burlington supports the establishment of the Racine County Health Department which shall provide the services of a Level III local health department, with a local health officer who meets the qualifications specified by Wis. Stat. § 251.06(1)(c), and which shall serve all areas of Racine County not otherwise served by a city, village, or town local health department.

The City of Burlington further supports the establishment of the Racine County Board of Health in accordance with Wis. Stat. § 251.03, the members of which shall be appointed by the Racine County Executive, subject to confirmation by the Racine County Board of Supervisors, and which shall exercise its powers and duties set forth at Wis. Stat. § 251.04.

The City of Burlington's withdrawal from the Central Racine County Health Department will be effective December 31, 2021.

Sincerely,

Carina G. Walters
City Administrator



COMMITTEE OF THE WHOLE

ITEM NUMBER 7B

DATE: October 6, 2020

SUBJECT: MOTION 20-986 - To Approve the City of Burlington Property Inspection Report from AAE Consulting Group.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

In 2017, the City of Burlington engaged Ansay Insurance to assume the General Liability and Workman's Compensation insurance. In transitioning to a new insurance carrier, staff needed to verify all of its property including fixed assets. Staff hired Austin Engelhardt, of AAE Consulting Group, to complete a thorough appraisal of City buildings, parks, and infrastructure to ensure each fixed asset and municipally owned properties are insured appropriately.

The weeks of June 15 through August 3, Austin Engelhardt spent time in the City of Burlington walking through every city building, park, lift stations and treatment plant to assess and verify our fixed assets. This data collection and new construction costs are cross-examined to ensure property values and replacement costs are established. This evening Austin Engelhardt, of AAE Consulting Group, is here to provide a summary to the Common Council.

BUDGET/FISCAL IMPACT:

The cost of the property inspection report was \$13,695 and split among all the city departments.

RECOMMENDATION:

Staff recommends approving the report as submitted.

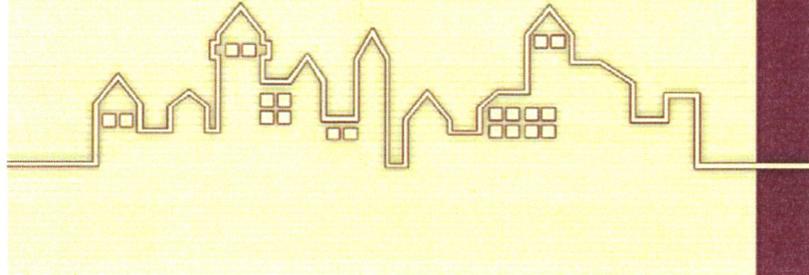
TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the October 6, 2020 Committee of the Whole meeting and is scheduled for final approval at the October 20, 2020 Common Council meeting.

Attachments

Report

AAE Consulting Group



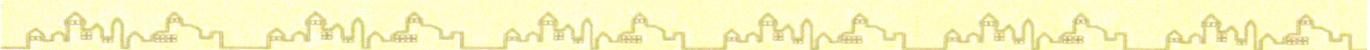
Insurance Value Report For

The City of Burlington

Located at 300 North Pine Street
Burlington, WI 53105



Appraisal Effective Date: July 2nd, 2020



Appraisal Reconciliation Report

Appraisal Property #	Current Property #	Site Name	Building Name	Revised Address	Appraisal Effective Date	Previous Building RCN	Previous Contents RCN	Previous PITO RCN	Appraised Building RCN	Appraised Contents RCN	Appraised PITO RCN	Total % Change	Notes
010101	001001	City Hall	City Hall	300 North Pine Street	08/02/19	\$ 2,299,434	\$ 170,351	\$ -	\$ 2,057,300	\$ 312,000	\$ -	-4.1%	Building previously overvalued. Contents previously undervalued.
0101PTO	-	City Hall	Property in the Open	300 North Pine Street	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	-	Property in the Open added - not previously listed on property schedule.
010201	002001	Library	Library	166 East Jefferson Street	08/02/19	\$ 3,211,602	\$ 750,000	\$ -	\$ 2,935,300	\$ 4,689,600	\$ -	92.5%	Building previously overvalued. Contents previously undervalued (library book/media collection included in appraised value).
0102PTO	002001PITO	Library	Property in the Open	166 East Jefferson Street	06/17/20	\$ -	\$ -	\$ 7,381	\$ -	\$ -	\$ 27,100	267.2%	Property in the Open previously undervalued.
010301	003001	Airport	Airport Building	707 Airport Road	-	\$ 342,546	\$ 90,310	\$ -	\$ -	\$ -	\$ -	-100.0%	Building not appraised - sold in 2013. Building currently occupied by Spring City Aviation, Inc.
010302	003002	Airport	Control Building	703 Airport Road	08/02/19	\$ 5,000	\$ -	\$ -	\$ 64,200	\$ -	\$ -	1184.0%	Building previously undervalued.
0103PTO	003001PITO	Airport	Property in the Open	703 Airport Road	06/17/20	\$ -	\$ -	\$ 213,584	\$ -	\$ -	\$ 1,020,000	377.6%	Property in the Open previously undervalued.
010401	004001	Fire Department	Fire Department	165 West Washington Street	08/02/19	\$ 2,451,395	\$ 411,035	\$ -	\$ 2,723,900	\$ 937,300	\$ -	27.9%	Building previously undervalued. Contents previously undervalued.
010402	-	Fire Department	Shed 1	165 West Washington Street	06/17/20	\$ -	\$ -	\$ -	\$ 1,200	\$ 500	\$ -	-	Building added - not previously listed on property schedule.
010403	-	Fire Department	Shed 2	165 West Washington Street	06/17/20	\$ -	\$ -	\$ -	\$ 1,000	\$ 500	\$ -	-	Building added - not previously listed on property schedule.
0104PTO	-	Fire Department	Property in the Open	165 West Washington Street	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,100	-	Property in the Open added - not previously listed on property schedule.
010501	005001	Police Station	Police Station	224 East Jefferson Street	08/02/19	\$ 6,108,133	\$ 461,057	\$ -	\$ 4,615,900	\$ 883,100	\$ -	-16.3%	Building previously overvalued. Contents previously undervalued.
0105PTO	005001PITO	Police Station	Property in the Open	224 East Jefferson Street	06/17/20	\$ -	\$ -	\$ 339	\$ -	\$ -	\$ 14,600	4206.8%	Property in the Open previously undervalued.
010601	006001	County Building	County Building	209 North Main Street	-	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	-100.0%	Building not appraised - no longer insured by the City of Burlington.
010701	007001	Burlington Pool	Bath House	394 Amanda Street	08/02/19	\$ 1,400,000	\$ -	\$ -	\$ 1,293,300	\$ 77,700	\$ -	-2.1%	Building previously undervalued. Contents previously undervalued.
010702	007002	Burlington Pool	Pump House	394 Amanda Street	08/02/19	\$ 25,000	\$ -	\$ -	\$ 18,200	\$ -	\$ -	-27.2%	Building previously overvalued.
010703	007001PITO	Burlington Pool	Swimming Pool	394 Amanda Street	06/17/20	\$ -	\$ -	\$ 4,900,000	\$ 2,257,300	\$ -	\$ -	-53.9%	Structure previously overvalued.
010704	007001PITO	Burlington Pool	Pavilion	394 Amanda Street	06/17/20	\$ -	\$ -	\$ 20,000	\$ 37,300	\$ -	\$ -	86.5%	Building previously undervalued.
0107PTO	007001PITO	Burlington Pool	Property in the Open	394 Amanda Street	06/17/20	\$ -	\$ -	\$ 294,990	\$ -	\$ -	\$ 1,310,000	344.1%	Property in the Open previously undervalued.
010801	008001PITO	Stone Water Tower	Historic Water Tower	389 Lewis Street	06/17/20	\$ -	\$ -	\$ 389,069	\$ 660,500	\$ -	\$ -	69.8%	Structure previously undervalued.
0108PTO	008001PITO	Stone Water Tower	Property in the Open	389 Lewis Street	06/17/20	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ 82,600	275.5%	Property in the Open previously undervalued.



Appraisal Reconciliation Report

Appraisal Property #	Current Property #	Site Name	Building Name	Revised Address	Appraisal Effective Date	Previous Building RCN	Previous Contents RCN	Previous PITO RCN	Appraised Building RCN	Appraised Contents RCN	Appraised PITO RCN	Total % Change	Notes
010901	009001	Echo Park	Concession/Shelter/Restroom Building	595 Milwaukee Avenue	08/02/19	\$ 92,488	\$ 8,319	\$ -	\$ 234,200	\$ 2,300	\$ -	134.6%	Building previously undervalued. Contents previously overvalued.
010902	009001PITO	Echo Park	Band Stand	595 Milwaukee Avenue	06/17/20	\$ -	\$ -	\$ 22,396	\$ 67,600	\$ -	\$ -	201.8%	Building previously undervalued.
010903	009001PITO	Echo Park	Pavilion	595 Milwaukee Avenue	06/17/20	\$ -	\$ -	\$ 32,250	\$ 153,200	\$ -	\$ -	375.0%	Building previously undervalued.
0109PITO	009001PITO	Echo Park	Property in the Open	595 Milwaukee Avenue	06/17/20	\$ -	\$ -	\$ 452,506	\$ -	\$ -	\$ 242,400	-46.4%	Property in the Open previously overvalued.
011001	010001	Beaumont Field	Restroom Building	650 Milwaukee Avenue	08/02/19	\$ 65,400	\$ 1,112	\$ -	\$ 105,000	\$ 500	\$ -	58.6%	Building previously undervalued. Contents previously overvalued.
011002	010001PITO	Beaumont Field	West Dugout	650 Milwaukee Avenue	06/17/20	\$ -	\$ -	\$ 12,500	\$ 9,400	\$ 2,000	\$ -	-8.8%	Building previously overvalued.
011003	010001PITO	Beaumont Field	North Dugout	650 Milwaukee Avenue	06/17/20	\$ -	\$ -	\$ 12,500	\$ 12,600	\$ 3,700	\$ -	30.4%	
0110PITO	010001PITO	Beaumont Field	Property in the Open	650 Milwaukee Avenue	06/17/20	\$ -	\$ -	\$ 148,470	\$ -	\$ -	\$ 238,200	60.4%	Property in the Open previously undervalued.
011101	011001	Congress Field	Restroom Building	324 Congress Street	08/02/19	\$ 30,564	\$ 493	\$ -	\$ 113,300	\$ 500	\$ -	266.4%	Building previously undervalued.
011102	011001PITO	Congress Field	Pavilion	324 Congress Street	06/17/20	\$ -	\$ -	\$ 5,599	\$ 18,900	\$ -	\$ -	237.6%	Building previously undervalued.
011103	-	Congress Field	Storm Water Lift Station	324 Congress Street	06/17/20	\$ -	\$ -	\$ -	\$ 48,400	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
011104	-	Congress Field	Storage Shed	324 Congress Street	06/17/20	\$ -	\$ -	\$ -	\$ 2,000	\$ 500	\$ -	-	Building added - not previously listed on property schedule.
0111PITO	011001PITO	Congress Field	Property in the Open	324 Congress Street	06/17/20	\$ -	\$ -	\$ 74,711	\$ -	\$ -	\$ 149,100	99.6%	Property in the Open previously undervalued.
011201	012001	Wagner Park	Restroom Building	500 West Chestnut Street	08/02/19	\$ 26,240	\$ 508	\$ -	\$ 49,100	\$ 500	\$ -	85.4%	Building previously undervalued.
0112PITO	012001PITO	Wagner Park	Property in the Open	500 West Chestnut Street	06/17/20	\$ -	\$ -	\$ 22,527	\$ -	\$ -	\$ 53,200	136.2%	Property in the Open previously undervalued.
011301	013001	Sunset Park (Branen Field)	Restroom/Concession Building	400 Sunset Drive	08/02/19	\$ 52,364	\$ 1,061	\$ -	\$ 59,300	\$ 7,100	\$ -	24.3%	Building previously undervalued. Contents previously undervalued.
011302	013002	Sunset Park (Branen Field)	Announcer Booth	400 Sunset Drive	08/02/19	\$ 3,852	\$ 1,356	\$ -	\$ 11,100	\$ 2,500	\$ -	161.1%	Building previously undervalued. Contents previously undervalued.
011303	013001PITO	Sunset Park (Branen Field)	West Dugout	400 Sunset Drive	06/17/20	\$ -	\$ -	\$ 2,932	\$ 5,600	\$ 1,600	\$ -	145.6%	Building previously undervalued.
011304	013001PITO	Sunset Park (Branen Field)	South Dugout	400 Sunset Drive	06/17/20	\$ -	\$ -	\$ 2,932	\$ 6,200	\$ 1,600	\$ -	166.0%	Building previously undervalued.
011305	-	Sunset Park (Branen Field)	Storage Shed	400 Sunset Drive	06/17/20	\$ -	\$ -	\$ -	\$ 3,900	\$ 1,000	\$ -	-	Building added - not previously listed on property schedule.
0113PITO	013001PITO	Sunset Park (Branen Field)	Property in the Open	400 Sunset Drive	06/17/20	\$ -	\$ -	\$ 37,829	\$ -	\$ -	\$ 94,400	149.5%	Property in the Open previously undervalued.



Appraisal Reconciliation Report

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011401	032001	Maryland Ave Ball Diamond	Bathroom/Announcer Booth	712 Maryland Avenue	08/02/19	\$ 32,500	\$ -	\$ -	\$ 131,000	\$ 5,800	\$ -	320.9%	Building previously undervalued. Contents previously undervalued.
011402	-	Maryland Ave Ball Diamond	West Dugout	712 Maryland Avenue	06/17/20	\$ -	\$ -	\$ -	\$ 4,700	\$ 1,600	\$ -	-	Building added - not previously listed on property schedule.
011403	-	Maryland Ave Ball Diamond	North Dugout	712 Maryland Avenue	06/17/20	\$ -	\$ -	\$ -	\$ 4,700	\$ 1,600	\$ -	-	Building added - not previously listed on property schedule.
0114PITO	014001PITO	Maryland Ave Ball Diamond	Property in the Open	712 Maryland Avenue	06/17/20	\$ -	\$ -	\$ 40,797	\$ -	\$ -	\$ 161,900	296.8%	Property in the Open previously undervalued.
011501	015001	Wehmhoff Junker Park	Restroom Building	416 East Washington Street	08/02/19	\$ 84,495	\$ 1,512	\$ -	\$ 151,500	\$ 500	\$ -	76.7%	Building previously undervalued. Contents previously overvalued.
011502	015001PITO	Wehmhoff Junker Park	Picnic Pavilion	416 East Washington Street	06/17/20	\$ -	\$ -	\$ 101,800	\$ 108,000	\$ -	\$ -	6.1%	
0115PITO	015001PITO	Wehmhoff Junker Park	Property in the Open	416 East Washington Street	06/17/20	\$ -	\$ -	\$ 71,260	\$ -	\$ -	\$ 116,500	63.5%	Property in the Open previously undervalued.
011601	016001PITO	Wehmhoff Square	Information Booth	355 North Pine Street	06/17/20	\$ -	\$ -	\$ 3,125	\$ 4,600	\$ -	\$ -	47.2%	Building previously undervalued.
011602	016001PITO	Wehmhoff Square	Gazebo	355 North Pine Street	06/17/20	\$ -	\$ -	\$ 32,576	\$ 47,400	\$ -	\$ -	45.5%	Building previously undervalued.
011603	-	Wehmhoff Square	Pioneer Log Cabin	355 North Pine Street	07/02/20	\$ -	\$ -	\$ -	\$ 79,300	\$ -	\$ -	-	Building added - not previously listed on property schedule.
011604	-	Wehmhoff Square	Pioneer Maintenance Shed	355 North Pine Street	07/02/20	\$ -	\$ -	\$ -	\$ 13,900	\$ -	\$ -	-	Building added - not previously listed on property schedule.
0116PITO	-	Wehmhoff Square	Property in the Open	355 North Pine Street	07/02/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,900	-	Property in the Open added - not previously listed on property schedule.
011701	017001PITO	Riverside Park	New Pavilion	517 Congress Street	06/17/20	\$ -	\$ -	\$ 19,546	\$ 109,500	\$ -	\$ -	460.2%	Building previously undervalued.
0117PITO	017001PITO	Riverside Park	Property in the Open	517 Congress Street	06/17/20	\$ -	\$ -	\$ 34,612	\$ -	\$ -	\$ 545,000	1474.6%	Property in the Open previously undervalued.
011901	019001	McCanna Park	Restroom Building	100 McCanna Parkway	08/02/19	\$ 70,000	\$ -	\$ -	\$ 121,200	\$ 500	\$ -	73.9%	Building previously undervalued. Contents previously undervalued.
011902	019001PITO	McCanna Park	Pavilion	100 McCanna Parkway	06/17/20	\$ -	\$ -	\$ 43,831	\$ 64,500	\$ -	\$ -	47.2%	Building previously undervalued.
0119PITO	019001PITO	McCanna Park	Property in the Open	100 McCanna Parkway	06/17/20	\$ -	\$ -	\$ 17,128	\$ -	\$ -	\$ 37,200	117.2%	Property in the Open previously undervalued.
012001	020001	Old Wastewater Treatment Plant	Office/Laboratory Building	636 South Pine Street	08/02/19	\$ 180,557	\$ 32,427	\$ -	\$ 83,600	\$ -	\$ -	-60.7%	Building previously overvalued. Contents previously overvalued (building currently vacant).
012002	020002	Old Wastewater Treatment Plant	Storage Building	636 South Pine Street	08/02/19	\$ 76,578	\$ 37,575	\$ -	\$ 90,000	\$ 18,600	\$ -	-4.9%	Building previously undervalued. Contents previously overvalued.
012003	020003	Old Wastewater Treatment Plant	Digester/Control Building	636 South Pine Street	-	\$ 11,722	\$ 25,531	\$ -	\$ -	\$ -	\$ -	-100.0%	Building not appraised - demolished in 2014.
012004	020004	Old Wastewater Treatment Plant	Workshop/Garage Building	636 South Pine Street	08/02/19	\$ 97,369	\$ 22,555	\$ -	\$ 116,200	\$ 9,200	\$ -	4.6%	Building previously undervalued. Contents previously overvalued.



Appraisal Reconciliation Report

Appraised By: **A. Engelhardt, ASA, CPCU**

City of Burlington

Appraisal Property #	Current Property #	Site Name	Building Name	Revised Address	Appraisal Effective Date	Previous Building RCN	Previous Contents RCN	Previous PITO RCN	Appraised Building RCN	Appraised Contents RCN	Appraised PITO RCN	Total % Change	Notes
012005	020005	Old Wastewater Treatment Plant	Sludge Dewatering Building	636 South Pine Street	08/02/19	\$ 31,298	\$ 3,872	-	\$ 137,600	\$ 67,500	\$ -	483.2%	Building previously undervalued. Contents previously undervalued.
012006	020006	Old Wastewater Treatment Plant	Blower Room/Boiler Building	636 South Pine Street	-	\$ 8,430	\$ 1,237	-	\$ -	\$ -	\$ -	-100.0%	Building not appraised - demolished in 2014.
012007	020007	Old Wastewater Treatment Plant	Digester	636 South Pine Street	-	\$ 100,187	\$ 73,907	-	\$ -	\$ -	\$ -	-100.0%	Structure not appraised - demolished in 2014.
012008	020008	Old Wastewater Treatment Plant	Main Lift Station	636 South Pine Street	08/02/19	\$ 2,000,000	\$ 46,665	-	\$ 3,038,000	\$ 1,000	\$ -	48.5%	Building previously undervalued. Contents previously overvalued.
012009	-	Old Wastewater Treatment Plant	Sample Building	636 South Pine Street	08/02/19	\$ -	\$ -	-	\$ 17,200	\$ 400	\$ -	-	Building added - not previously listed on property schedule.
012010	-	Old Wastewater Treatment Plant	Animal Control Building	636 South Pine Street	08/02/19	\$ -	\$ -	-	\$ 9,600	\$ 500	\$ -	-	Building added - not previously listed on property schedule.
0120PITO	-	Old Wastewater Treatment Plant	Property in the Open	636 South Pine Street	06/17/20	\$ -	\$ -	-	\$ -	\$ -	\$ 93,600	-	Property in the Open added - not previously listed on property schedule.
012101	021001	Water Department	Well 8/Booster Station	508 Sheldon Street	08/02/19	\$ 815,759	\$ 35,797	-	\$ 2,081,100	\$ 149,100	\$ -	161.9%	Building previously undervalued. Contents previously undervalued.
0121PITO	021001PITO	Water Department	Property in the Open	508 Sheldon Street	06/17/20	\$ -	\$ -	299,539	\$ -	\$ -	\$ 600	-99.8%	Property in the Open previously undervalued. Portion of previous value included in Well8/Booster Station (Appraisal #012101).
012201	022001	Dunford Booster Station	Booster Station	384 Dunford Drive	08/02/19	\$ 3,227,987	\$ -	-	\$ 553,700	\$ 6,000	\$ -	-82.7%	Building previously overvalued. Contents previously undervalued.
012202	022002	Dunford Booster Station	Standpipe	384 Dunford Drive	08/02/19	\$ -	\$ -	-	\$ 2,410,300	\$ -	\$ -	-	Value likely included in entry above (EMC Property #022001).
0122PITO	-	Dunford Booster Station	Property in the Open	384 Dunford Drive	06/17/20	\$ -	\$ -	-	\$ -	\$ -	\$ 30,000	-	Property in the Open added - not previously listed on property schedule.
0123A01	023001PITO	Highway 11 Lift Station	Lift Station	676 East State Street	06/17/20	\$ -	\$ -	111,950	\$ 218,400	\$ -	\$ -	95.1%	Structure previously undervalued.
0123B01	023001PITO	Shiloh Hills Lift Station	Lift Station	35115 West Chestnut Street	06/17/20	\$ -	\$ -	85,547	\$ 150,600	\$ -	\$ -	76.0%	Structure previously undervalued.
0123B0PITO	-	Shiloh Hills Lift Station	Property in the Open	35115 West Chestnut Street	06/17/20	\$ -	\$ -	-	\$ -	\$ -	\$ 3,300	-	Property in the Open added - not previously listed on property schedule.
0123C01	023001PITO	Industrial Park Lift Station	Lift Station	810 Kritt Avenue	06/17/20	\$ -	\$ -	128,848	\$ 152,500	\$ -	\$ -	18.4%	Structure previously undervalued.
0123D01	023001PITO	Water Tower/Pump House/Well 7	Water Tower	341 Origen Street	06/17/20	\$ -	\$ -	1,235,383	\$ 1,552,400	\$ -	\$ -	25.7%	Structure previously undervalued.
0123D02	-	Water Tower/Pump House/Well 7	Pump House/Well 7	341 Origen Street	06/17/20	\$ -	\$ -	-	\$ 1,092,400	\$ 3,000	\$ -	-	Value likely included in entry above (EMC Property #023001PITO).
0123D0PITO	-	Water Tower/Pump House/Well 7	Property in the Open	341 Origen Street	06/17/20	\$ -	\$ -	-	\$ -	\$ -	\$ 2,000	-	Property in the Open added - not previously listed on property schedule.
0123E01	023001PITO	Murphy Farm Pump Station	Pump Station	1589 Barbara Street	06/17/20	\$ -	\$ -	85,547	\$ -	\$ -	\$ -	-100.0%	Structure not appraised - duplicate entry (Appraisal #0123H01).
0123F01	023001PITO	Bohner Lake Lift Station	Lift Station	2940 South Pine Street	06/17/20	\$ -	\$ -	500,000	\$ 208,600	\$ -	\$ -	-58.3%	Structure previously overvalued.



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0123G01	023001PITO	Well 11	Well House	1072 Liberty Drive	06/17/20	\$ -	\$ -	\$ 3,000,000	\$ 2,599,400	\$ 5,000	\$ -	-13.2%	Building previously overvalued.
0123G02	-	Well 11	Water Storage Tank	1072 Liberty Drive	06/17/20	\$ -	\$ -	\$ -	\$ 914,000	\$ -	\$ -	-	Value likely included in entry above (EMC Property #023001PITO).
0123GPITO	-	Well 11	Property in the Open	1072 Liberty Drive	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,200	-	Property in the Open added - not previously listed on property schedule.
0123H01	023001PITO	Murphy Farm Lift Station	Lift Station	1589 Barbara Street	06/17/20	\$ -	\$ -	\$ 500,000	\$ 120,100	\$ -	\$ -	-76.0%	Structure previously overvalued.
0123I01	023001PITO	Tuet Road Lift Station	Lift Station	2224 Milwaukee Avenue	06/17/20	\$ -	\$ -	\$ 158,420	\$ 285,700	\$ -	\$ -	80.3%	Structure previously undervalued.
0123I02	-	Tuet Road Lift Station	Chemical Building	2224 Milwaukee Avenue	06/17/20	\$ -	\$ -	\$ -	\$ 12,400	\$ -	\$ -	-	Property in the Open added - not previously listed on property schedule.
0123J01	023001PITO	Springbrook Lift Station	Lift Station	1299 South Pine Street	06/17/20	\$ -	\$ -	\$ 85,547	\$ 185,600	\$ -	\$ -	117.0%	Structure previously undervalued.
0123K01	023001PITO	Bayridge Pond Storm Lift Station	Lift Station	4220 Lake Street	06/17/20	\$ -	\$ -	\$ 107,726	\$ 85,400	\$ -	\$ -	-20.7%	Structure previously overvalued.
0123L01	023001PITO	State Street Lift Station	Lift Station	5205 Mormon Road	06/17/20	\$ -	\$ -	\$ 158,420	\$ 394,000	\$ -	\$ -	148.7%	Structure previously undervalued.
0123LPITO	-	State Street Lift Station	Property in the Open	5205 Mormon Road	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200	-	Property in the Open added - not previously listed on property schedule.
012401	024001	Wastewater Treatment Plant	Administration Building	2100 South Pine Street	08/02/19	\$ 1,687,754	\$ 177,848	\$ -	\$ 1,669,000	\$ 343,500	\$ -	7.9%	Building previously overvalued. Contents previously undervalued.
012402	024002	Wastewater Treatment Plant	Maintenance Building	2100 South Pine Street	08/02/19	\$ 1,571,795	\$ 144,564	\$ -	\$ 1,381,400	\$ 540,600	\$ -	12.0%	Building previously overvalued. Contents previously undervalued.
012403	024003	Wastewater Treatment Plant	Solids Handling Building	2100 South Pine Street	08/02/19	\$ 2,025,429	\$ 144,476	\$ -	\$ 6,160,600	\$ 65,000	\$ -	186.9%	Building previously undervalued. Contents previously overvalued.
012404	024004	Wastewater Treatment Plant	2nd Stage Treatment Building	2100 South Pine Street	08/02/19	\$ 771,448	\$ 83,997	\$ -	\$ 4,406,200	\$ 5,500	\$ -	415.7%	Building previously undervalued. Contents previously overvalued.
012405	024005	Wastewater Treatment Plant	Biofilter Building	2100 South Pine Street	08/02/19	\$ 4,971,881	\$ 6,930	\$ -	\$ 276,000	\$ -	\$ -	-94.5%	Building previously overvalued. Contents previously overvalued.
012406	024006	Wastewater Treatment Plant	1st Stage Treatment Building	2100 South Pine Street	08/02/19	\$ 878,108	\$ 8,096	\$ -	\$ 6,127,500	\$ 18,000	\$ -	593.5%	Building previously undervalued. Contents previously overvalued.
012407	024007	Wastewater Treatment Plant	North Final Clarifier 1	2100 South Pine Street	08/02/19	\$ 2,548,100	\$ 176,000	\$ -	\$ 1,612,700	\$ -	\$ -	-40.8%	Unable to accurately reconcile to previous property schedule - likely included in entry above (Appraisal Property #012406).
012408	024008	Wastewater Treatment Plant	North Intermediate Clarifier 1	2100 South Pine Street	08/02/19	\$ 1,005,348	\$ -	\$ -	\$ 1,035,800	\$ -	\$ -	3.0%	Unable to accurately reconcile to previous property schedule - likely included in entry above (Appraisal Property #012406).
012409	024009	Wastewater Treatment Plant	Sludge Loading Building	2100 South Pine Street	08/02/19	\$ 218,797	\$ -	\$ -	\$ 821,100	\$ -	\$ -	275.3%	Building previously undervalued.
012410	024010	Wastewater Treatment Plant	North Primary Clarifier 1	2100 South Pine Street	08/02/19	\$ 3,062,790	\$ -	\$ -	\$ 660,600	\$ -	\$ -	-78.4%	Previous value likely includes three (3) primary clarifiers (Appraisal Property #012423 & #012424). Structure value previously overvalued.
012411	024011	Wastewater Treatment Plant	Aeration Basins	2100 South Pine Street	08/02/19	\$ 240,799	\$ -	\$ -	\$ 2,972,300	\$ -	\$ -	1134.3%	Structure previously undervalued.



Appraisal Reconciliation Report

City of Burlington

Appraised By: A. Engelhardt, ASA, CPCU

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012412	024012	Wastewater Treatment Plant	Primary Digester	2100 South Pine Street	08/02/19	\$ 2,585,417	\$ -	\$ -	\$ 1,171,800	\$ -	\$ -	-54.7%	Previous value likely includes secondary digester (Appraisal Property #012421). Structure value previously overvalued.
012413	024013	Wastewater Treatment Plant	Disinfection	2100 South Pine Street	-	\$ 422,639	\$ -	\$ -	\$ -	\$ -	\$ -	-100.0%	Unable to accurately reconcile to previous property schedule - portion of renovation to 2nd stage treatment. Value included in entry above (Appraisal Property #012404).
012414	024014	Wastewater Treatment Plant	High Strength Waste Tank	2100 South Pine Street	08/02/19	\$ 527,533	\$ -	\$ -	\$ 225,900	\$ -	\$ -	-57.2%	Unable to accurately reconcile to previous property schedule - likely included in entry above (Appraisal Property #012403).
012415	024015	Wastewater Treatment Plant	Sludge Storage Tank 1	2100 South Pine Street	08/02/19	\$ 2,967,033	\$ -	\$ -	\$ 2,052,300	\$ -	\$ -	-30.8%	Previous value likely includes sludge storage tank 2 (Appraisal Property #012420). Structure value previously undervalued.
012416	024016	Wastewater Treatment Plant	Generator	2100 South Pine Street	08/02/19	\$ 170,262	\$ -	\$ -	\$ 193,800	\$ -	\$ -	13.8%	Structure previously undervalued.
012417	024017	Wastewater Treatment Plant	Pumps, Covers, Blowers, Mixers	2100 South Pine Street	-	\$ 10,291,430	\$ -	\$ -	\$ -	\$ -	\$ -	-100.0%	Unable to accurately reconcile to previous property schedule - value of process equipment allocated in individual building/structure breakout.
012418	-	Wastewater Treatment Plant	North Biofilter 1	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 2,330,800	\$ -	\$ -	-	Value likely included in entry above (EMC Property #024005). Structure listed separately for clarification.
012419	-	Wastewater Treatment Plant	South Biofilter 2	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 2,330,800	\$ -	\$ -	-	Value likely included in entry above (EMC Property #024005). Structure listed separately for clarification.
012420	-	Wastewater Treatment Plant	Sludge Storage Tank 2	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 1,801,300	\$ -	\$ -	-	Value likely included in entry above (EMC Property #024015). Structure listed separately for clarification.
012421	-	Wastewater Treatment Plant	Secondary Digester	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 1,171,800	\$ -	\$ -	-	Value likely included in entry above (EMC Property #024012). Structure listed separately for clarification.
012422	-	Wastewater Treatment Plant	South Final Clarifier 2	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 1,711,200	\$ -	\$ -	-	Value likely included in entry above (EMC Property #024007). Structure listed separately for clarification.
012423	-	Wastewater Treatment Plant	South Primary Clarifier 2	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 660,600	\$ -	\$ -	-	Value likely included in entry above (EMC Property #024010). Structure listed separately for clarification.
012424	-	Wastewater Treatment Plant	West Primary Clarifier 3	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 709,100	\$ -	\$ -	-	Value likely included in entry above (EMC Property #024010). Structure listed separately for clarification.
012425	-	Wastewater Treatment Plant	South Intermediate Clarifier 2	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 1,035,800	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
012426	-	Wastewater Treatment Plant	Septage Receiving Station/Settling	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 192,800	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
012427	-	Wastewater Treatment Plant	Primary Flow Splitter	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 137,800	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
012428	-	Wastewater Treatment Plant	Intermediate Flow Splitter	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 108,300	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
012429	-	Wastewater Treatment Plant	Methane Flare	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 28,800	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
012430	-	Wastewater Treatment Plant	Debris Dewatering Structure	2100 South Pine Street	08/02/19	\$ -	\$ -	\$ -	\$ 84,100	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
0124PITO	024001PITO	Wastewater Treatment Plant	Property in the Open	2100 South Pine Street	06/17/20	\$ -	\$ -	\$ 121,040	\$ -	\$ -	\$ 257,000	112.3%	Property in the Open previously undervalued.
012501	025001	Riverfront	Shelter/Restroom Building	400 Bridge Street	08/02/19	\$ 325,000	\$ 1,778	\$ -	\$ 311,400	\$ 500	\$ -	-4.6%	Building previously overvalued. Contents previously overvalued.



Appraisal Reconciliation Report

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City of Burlington

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012502	025001PITO	Riverfront	Gazebo	400 Bridge Street	06/17/20	\$ -	\$ -	76,000	\$ 35,700	\$ -	\$ -	-53.0%	Building previously overvalued.
0125PTO	-	Riverfront	Property in the Open	400 Bridge Street	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 229,900	-	Property in the Open added - not previously listed on property schedule.
0126PTO	026001PITO	Fox Street Pedestrian Bridge	Property in the Open	329 Fox Street	06/17/20	\$ -	\$ -	200,628	\$ -	\$ -	\$ 286,000	42.6%	Property in the Open previously undervalued.
0127PTO	027001PITO	Bushnell Park Pedestrian Bridge	Property in the Open	32100 Bushnell Road	06/17/20	\$ -	\$ -	280,768	\$ -	\$ -	\$ 541,000	92.7%	Property in the Open previously undervalued.
0128PTO	028001PITO	Steinhoff Park	Property in the Open	875 Cedar Drive	06/17/20	\$ -	\$ -	17,227	\$ -	\$ -	\$ 28,100	63.1%	Property in the Open previously undervalued.
0129PTO	029001PITO	Traffic Signals	Property in the Open	Throughout City	06/17/20	\$ -	\$ -	763,500	\$ -	\$ -	\$ 2,740,000	258.9%	Property in the Open previously undervalued.
013001	030001	Public Works Facility	Public Works Building	2200 South Pine Street	08/02/19	\$ 4,936,611	\$ 433,900	\$ -	\$ 5,205,200	\$ 724,400	\$ -	10.4%	Building previously undervalued. Contents previously undervalued.
013002	030002	Public Works Facility	Compactor Shed	2200 South Pine Street	08/02/19	\$ 104,785	\$ 67,471	\$ -	\$ 96,900	\$ 90,000	\$ -	8.5%	Building previously overvalued. Contents previously undervalued.
013003	030003	Public Works Facility	Salt Storage Shed	2200 South Pine Street	08/02/19	\$ 104,785	\$ -	\$ -	\$ 96,900	\$ -	\$ -	-7.5%	Building previously overvalued.
013004	030004	Public Works Facility	Dirt Shed	2200 South Pine Street	08/02/19	\$ 28,000	\$ -	\$ -	\$ 25,600	\$ -	\$ -	-8.6%	Building previously overvalued.
0130PTO	030001PITO	Public Works Facility	Property in the Open	2200 South Pine Street	06/17/20	\$ -	\$ -	67,130	\$ -	\$ -	\$ 203,000	202.4%	Property in the Open previously undervalued.
013101	031001	Parking Structure	Parking Structure	225 East Washington Street	08/02/19	\$ 4,339,227	\$ -	\$ -	\$ 4,578,100	\$ -	\$ -	5.5%	Building previously undervalued.
0131PTO	-	Parking Structure	Property in the Open	225 East Washington Street	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600	-	Property in the Open added - not previously listed on property schedule.
013201	-	Hintz Sports Complex	Property in the Open	732 Maryland Avenue	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,500	-	Property in the Open added - not previously listed on property schedule.
013301	033001	Well 10/Booster Station	Well 10/Booster Station	165 Karyl Street	08/02/19	\$ 897,428	\$ 650,000	\$ -	\$ 1,706,300	\$ -	\$ -	10.3%	Building previously undervalued. Contents previously overvalued.
013302	-	Well 10/Booster Station	Treatment Building	165 Karyl Street	08/02/19	\$ -	\$ -	\$ -	\$ 1,153,400	\$ 6,000	\$ -	-	Building added - not previously listed on property schedule.
013303	-	Well 10/Booster Station	Reservoir	165 Karyl Street	08/02/19	\$ -	\$ -	\$ -	\$ 709,800	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
013401	034001	Well 9/Booster Station	Well 9/Booster Station	801 Weiler Road	08/02/19	\$ 623,140	\$ 650,000	\$ -	\$ 1,327,400	\$ -	\$ -	4.3%	Building previously undervalued. Contents previously overvalued.
013402	-	Well 9/Booster Station	Treatment Building	801 Weiler Road	08/02/19	\$ -	\$ -	\$ -	\$ 1,180,400	\$ 6,000	\$ -	-	Building added - not previously listed on property schedule.
013403	-	Well 9/Booster Station	Reservoir	801 Weiler Road	08/02/19	\$ -	\$ -	\$ -	\$ 709,800	\$ -	\$ -	-	Structure added - not previously listed on property schedule.
0134PTO	-	Well 9/Booster Station	Property in the Open	801 Weiler Road	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,700	-	Property in the Open added - not previously listed on property schedule.



Appraisal Reconciliation Report

Appraised By: *A. Engelhardt, ASA, CPCU*

City of Burlington

Appraisal Property #	Current Property #	Site Name	Building Name	Revised Address	Appraisal Effective Date	Previous Building RCN	Previous Contents RCN	Previous PITO RCN	Appraised Building RCN	Appraised Contents RCN	Appraised PITO RCN	Total % Change	Notes
013501	035001	Transfer Building	Transfer Building	680 Maryland Avenue	08/02/19	\$ 115,123	\$ -	\$ -	\$ 156,300	\$ 1,000	\$ -	36.6%	Building previously undervalued. Contents previously undervalued.
013502	-	Transfer Building	Storage Building	680 Maryland Avenue	06/17/20	\$ -	\$ -	\$ -	\$ 5,800	\$ 1,000	\$ -	-	Building added - not previously listed on property schedule.
0135PITO	-	Transfer Building	Property in the Open	680 Maryland Avenue	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,300	-	Property in the Open added - not previously listed on property schedule.
0136PITO	036001PITO	Bridge Street Clock	Property in the Open	Bridge Street/East Chestnut Street	06/17/20	\$ -	\$ -	20,360	\$ -	\$ -	\$ 34,400	69.0%	Property in the Open previously undervalued.
013701	037001	Airport	Office/Storage/Merc LRO Building	703 Airport Road	08/02/19	\$ 1,947,544	\$ -	\$ -	\$ 1,947,100	\$ -	\$ -	0.0%	
013801	038001	Senior Community Center	Senior Community Center	587 East State Street	08/02/19	\$ 483,000	\$ 25,000	\$ -	\$ 670,500	\$ 50,500	\$ -	41.9%	Building previously undervalued. Contents previously undervalued.
013802	-	Senior Community Center	Storage Shed	587 East State Street	06/17/20	\$ -	\$ -	\$ -	\$ 4,100	\$ 1,000	\$ -	-	Building added - not previously listed on property schedule.
0138PITO	-	Senior Community Center	Property in the Open	587 East State Street	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,900	-	Property in the Open added - not previously listed on property schedule.
0139PITO	039001PITO	Martin Square	Property in the Open	256 West State Street	06/17/20	\$ -	\$ -	50,000	\$ -	\$ -	\$ 15,300	-69.4%	Property in the Open previously overvalued.
014001	-	Burlington Dog Park	Storage Shed	480 South Callumet Street	06/17/20	\$ -	\$ -	\$ -	\$ 2,300	\$ 500	\$ -	-	Building added - not previously listed on property schedule.
0140PITO	-	Burlington Dog Park	Property in the Open	480 South Callumet Street	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,600	-	Property in the Open added - not previously listed on property schedule.
014101	-	City Landfill	Blower Building	764 Maryland Avenue	07/02/20	\$ -	\$ -	\$ -	\$ 51,100	\$ -	\$ -	-	Building added - not previously listed on property schedule.
0141PITO	-	City Landfill	Property in the Open	764 Maryland Avenue	07/02/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,500	-	Property in the Open added - not previously listed on property schedule.
0142PITO	-	Street Signs	Property in the Open	Throughout City	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 966,000	-	Property in the Open added - not previously listed on property schedule.
0143PITO	-	Street Lighting	Property in the Open	Throughout City	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 771,000	-	Property in the Open added - not previously listed on property schedule.
0144PITO	-	Fire Hydrants	Property in the Open	Throughout City	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,510,000	-	Property in the Open added - not previously listed on property schedule.
0145PITO	-	Water Distribution Meters	Property in the Open	Throughout City	06/17/20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,260,000	-	Property in the Open added - not previously listed on property schedule.
Report Totals:						\$ 72,702,096	\$ 4,761,740	\$ 15,092,770	\$ 97,958,600	\$ 9,048,300	\$ 14,789,800	31.6%	





COMMITTEE OF THE WHOLE

ITEM NUMBER 7C

DATE: October 6, 2020

SUBJECT: MOTION 20-987 - To Approve of a Certificate of Appropriateness for property located at 300 N. Pine Street.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

According to Ch. 315-42E(1), the Common Council must approve any alteration including architectural appearance. Alterations include any exterior change (including painting), addition to, or demolition of any part or all of the exterior of a structure within the Historical Preservation Overlay (HPO) District. In determining such approval, the Common Council shall take into consideration the recommendation of the Historic Preservation Committee.

- The City of Burlington, owner, proposes repairs and maintenance to the front, side, and rear façades. The proposed work consists of tuck-pointing, power washing window sills, doorways and cornice at top of building. The owner also proposes to paint the window wood trim and metal railing above the doorway to match existing colors. The replacement of damaged caulking as needed.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

The Historic Preservation Committee (HPC) recommended approval of the Certificate of Appropriateness application at their September 24, 2020 meeting.

TIMING/IMPLEMENTATION:

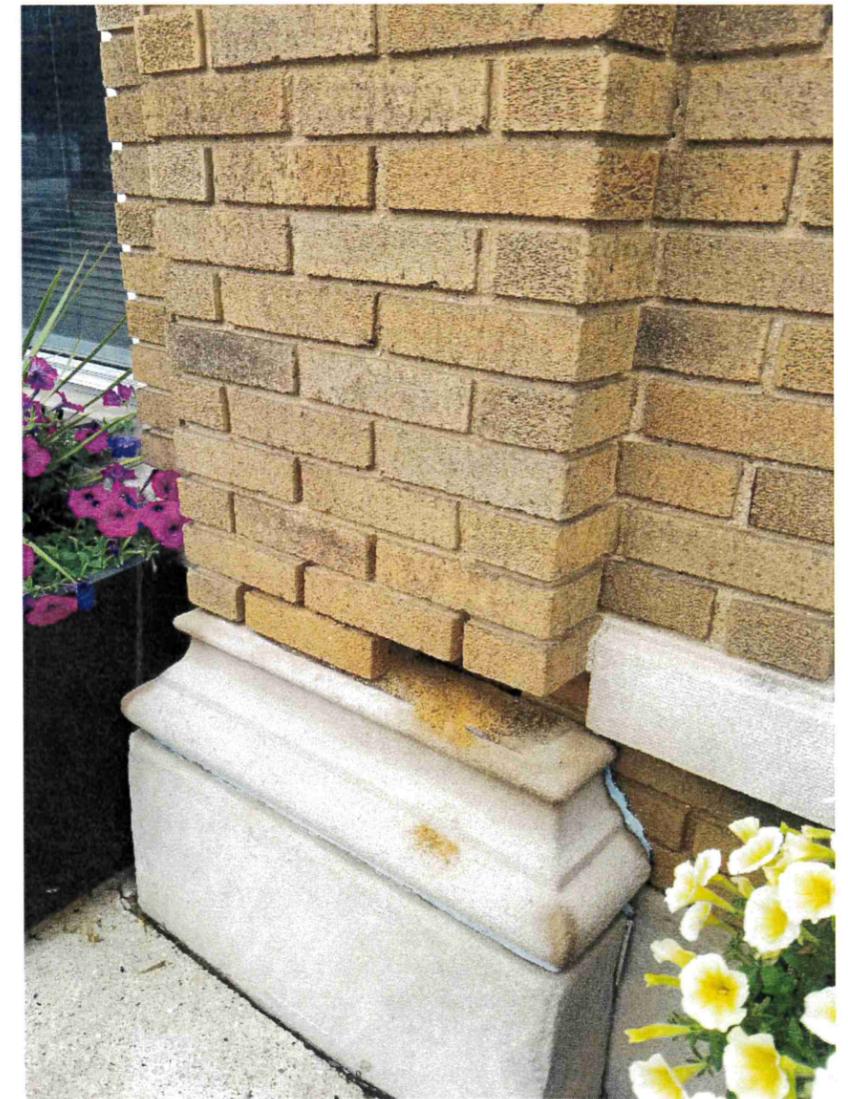
This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and per common practice is scheduled for final consideration at the same evening Common Council meeting.

Attachments

COA 300 N. Pine St.

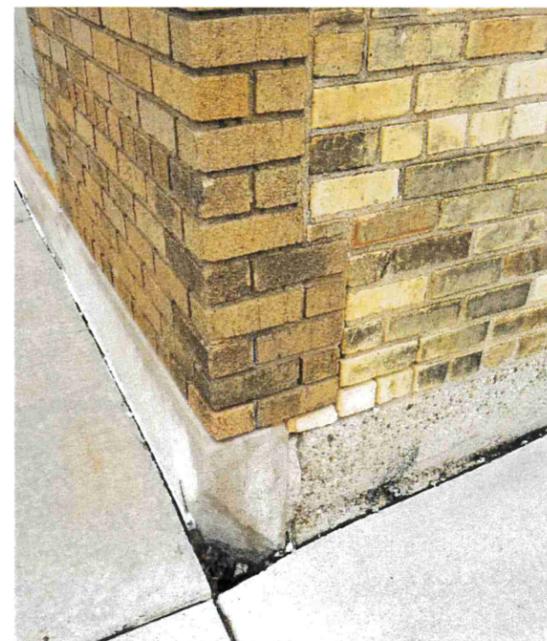
300 N. Pine Street - Front Facade

- Tuckpointing lower portion of building (below the window sills)
- Replace caulk
- Powerwash window sills, door way and cornice
- Paint railing and window frames to match existing color



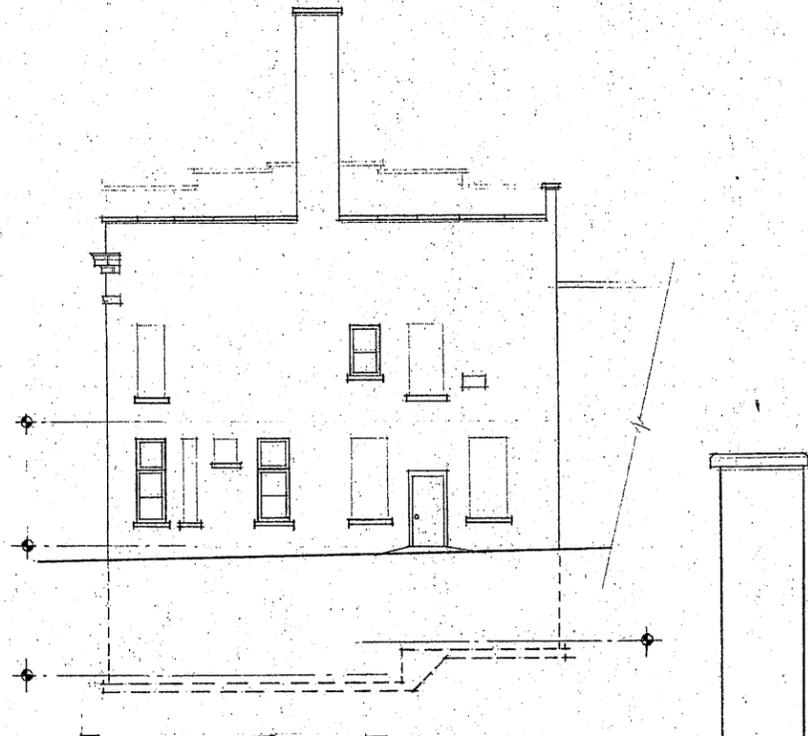
300 N. Pine Street - Side and Rear Facades

- Tuckpointing lower portion of building (below the window sills)
- Replace caulk
- Powerwash window sills, door way and cornice
- Paint window frames to match existing color





EXISTING WEST ELEVATION
SCALE: 1/4" = 1'-0"



EXISTING EAST ELEVATION
SCALE: 1/8" = 1'-0"



EXISTING SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

STELLING & ASSOCIATES
ARCHITECTS, LTD.
181 W. CHESTNUT STREET, BURLINGTON, VT 05405
TELEPHONE: (802) 783-8725 FAX: (802) 783-1871
E-MAIL: stelling@soi.com

PROJECT DESCRIPTION:
EXISTING DRAWINGS
PROJECT FOR:
CITY OF BURLINGTON
300 SOUTH PINE STREET

DRAWING DESCRIPTION:
EXISTING ELEVATIONS

OWNERSHIP OF DOCUMENTS:
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REVISIONS:
APPROVED:
DRAWN BY:
MT
DATE:
12-28-00
PROJECT NUMBER:
0029
SHEET NUMBER:
EXIST-4
4 of 4





COMMITTEE OF THE WHOLE

ITEM NUMBER 7D

DATE: October 6, 2020

SUBJECT: MOTION 20-988 - To Approve of a Certificate of Appropriateness for property located at 464 N. Pine Street.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

According to Ch. 315-42E(1), the Common Council must approve any alteration including architectural appearance. Alterations include any exterior change (including painting), addition to, or demolition of any part or all of the exterior of a structure within the Historical Preservation Overlay (HPO) District. In determining such approval, the Common Council shall take into consideration the recommendation of the Historic Preservation Committee.

- Improvements including the following – tuck pointing, window and door replacement, fascia repair and painting, new awning installation. Beijing Garden is the primary occupant with residential units on the upper floors. The applicant proposes to remove the existing wood façade and trim and replace with painted composite materials to closely match the existing brick and trim colors. The front windows and door to be replaced with bronze finish system. The door proposes to have a taller-than-standard kick plate to adhere to historic specifications. The awning (a Mahogany color) is to span across the entire first floor, as was historically done. The paint color samples are included in the packet, which are Renwick Rose Beige & Extra White. The improvements include the following:

1. Tuck pointing
2. Window and door replacement
 - a. Fixed storefront windows in aluminum clad in bronze
 - b. Windows: 104” x 85 5/8” (two window panes), and 63” x 85 5/8”
 - c. Door size: 40” x 86”
3. Fascia repair and painting
 - a. Wood composite (in place of wood) and painting in orange-red
4. A welded aluminum shed-style awning with a fixed valance, closed wing, and a 10” high valance.

Note: The applicant shall confirm: 1) whether the window and door layout will remain as it presently is, 2) if the door to the upstairs units will match the new proposed door, 3) whether the awning will be installed above the existing band sign and if there are new signage plans (such as a blade sign).

BUDGET/FISCAL IMPACT:

The owner was awarded a Facade Grant for this project in the amount of \$5,000 at the September 24, 2020 Historical Preservation Committee (HPC) meeting. All other costs associated with this project will be paid by the property owner.

RECOMMENDATION:

The Historic Preservation Committee (HPC) recommended approval of the Certificate of Appropriateness application at their September 24, 2020 meeting.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 6, 2020 Committee of the Whole meeting, and per common practice is scheduled for final consideration at the same evening Common Council meeting.

Attachments

COA 464 N. Pine St.



Remove existing wood façade and trim and replace with painted composite materials to closely match the existing brick and trim colors. Front windows and door to be replaced with bronze finish system. Door to have taller-than-standard kick plate to adhere to historic specifications. Awning to span across entire first floor, as was historically done.

Main Paint Color: Renwick Rose Beige

Trim Color: Extra White

Awning: Sunbrella Mahogany

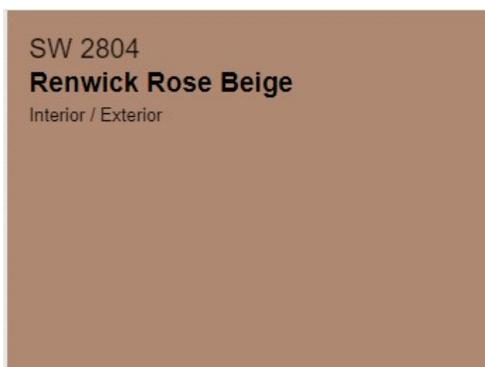
Awning:

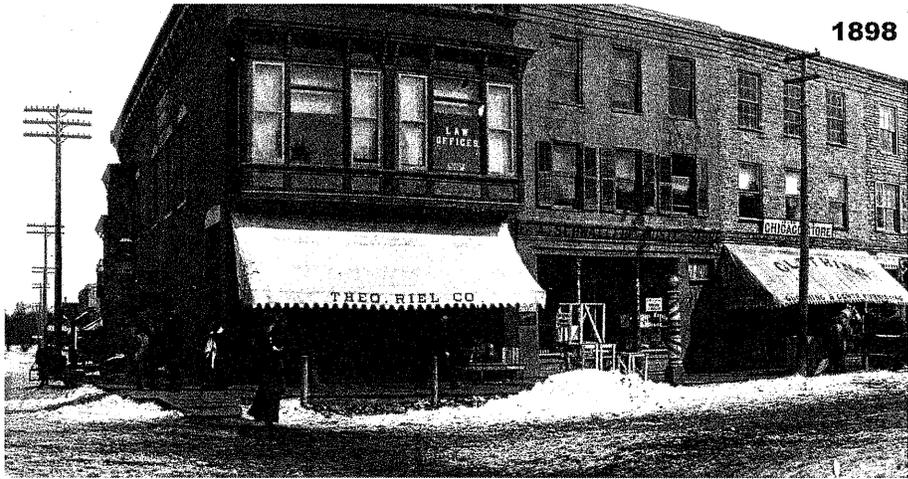
Sunbrella



Paint:

Sherwin Williams





1907

